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3000 MARINE CORPS PENTAGON  
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MCO 1040.31  
MMEA-6  
08 SEP 2010

MARINE CORPS ORDER 1040.31

From: Commandant of the Marine Corps  
To: Distribution List

Subj: ENLISTED RETENTION AND CAREER DEVELOPMENT PROGRAM

Ref: (a) MCO 3500.40  
(b) MCO 7220.12P  
(c) MCO P10120.28G  
(d) MCO P1070.12K  
(e) MARADMIN 436/03  
(f) MCO 1001.39K  
(g) Department of Defense Financial Management Regulation (DODFMR)  
Volume 7B, "Military Pay Policy and Procedures - Retired Pay," June  
2009  
(h) MCO P1900.16F  
(i) MCO 1130.53P  
(j) MCO 1130.80A  
(k) 10 U.S.C. 1176  
(l) MCO P1300.8R  
(m) H.R. 6580, "Hubbard Act," August 29, 2008  
(n) Manual for Courts-Martial United States (2008 Edition)  
(o) MARADMIN 228/06  
(p) NAVMED 1606  
(q) MCO 6100.13  
(r) MCO P1700.24B  
(s) MCO 6110.3  
(t) MCO 1740.13A  
(u) The Lautenberg Amendment to the Gun Control Act of 1968, September  
30, 1996  
(v) MCO 1200.17A  
(w) MCO P1610.7F  
(x) NAVMED P-117  
(y) 10 U.S.C. 509  
(z) MCO P1400.32D  
(aa) Marine Corps Total Force System Users Manual (MCTFS PRIUM)  
(ab) SECNAV M-5210.1  
(ac) MCO P1326.6D  
(ad) MCO 7220.24M

Encl: (1) Enlisted Retention and Career Development Manual

1. Situation. This Order revises the policies, procedures, and standards for the operation of the Marine Corps Enlisted Retention and Career Development Program.

2. Cancellation. MCO P1040.31J.

3. Mission. To publish revisions to the Enlisted Retention and Career Development Manual.

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#### 4. Execution

##### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order provides instructions for the various programs for maintaining the career force of the Marine Corps.

(2) Concept of Operations. This Order provides the primary means for managing the retention of highly qualified enlisted Marines to meet our career force MOS requirements and for the Career Planning Program. Attainment of the Marine Corps' annual First Term and Subsequent Term Alignment Plans is a critical leadership responsibility. Inherent in this duty is the commitment of our commanders and all Career Planners to maintain the integrity of our force by continuing to reenlist the "best and brightest" Marines into the career force.

b. Subordinate Element Missions. Commanders, Senior Enlisted Advisors and Career Planners must ensure adherence to the policies and procedures of this Order to maintain the highest quality reenlistment standards.

c. Summary of Revision. This revision contains a number of significant policy changes to the Enlisted Retention and Career Development Manual. It should be reviewed in its entirety. Specific changes include:

(1) Chapter 1. The Target Enlisted Career Progression Pattern moved to Appendix E.

(2) Chapter 2. Formerly Definitions; Definitions are now Appendix A. Chapter 2 is now Career Planning Personnel.

(a) Paragraph 5a provides guidance on the Uniform of the Day for Career Planners.

(b) Paragraph 5.b. authorizes uniform allowance every three years.

(c) Paragraph 7.d. provides guidance on assignments of additional duties.

(d) Paragraph 8.a. Career Planner of the Year will be meritoriously promoted.

(2) Chapter 3. Changed to Career Planning Interviews.

(a) Paragraph 1.g. authorizes CO to delegate (in writing) the conduct interviews on their behalf.

(b) Paragraph 2.b. changes requirements for the conduct of interviews.

(3) Chapter 4. Changed to Reenlistments.

(a) Paragraph 5.a. (21) provides additional reenlistment prerequisites for security clearances.

(b) Paragraph 9.i. provides additional guidance on waivers beyond 30 years of service.

(4) Chapter 5. Changed to Extension of Enlistment.

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- (5) Chapter 6. Changed to Administrative Procedures, reorganized.
- (6) Chapter 7. Changed to Retention/Advertising Material.
- (7) Chapter 8. Formerly Chapter 7.
- (8) Appendices

(a) Appendix A was formerly Commanding Officer and Career Planning Screening checklist is now definitions formerly contained in chapter 2.

(b) Appendix B is now Commanding Officer and Career Planning Screening checklist, updated.

(c) Appendix C is now Career Enhancement Tools.

(d) Appendix D was formerly chapter 6 and is now Reenlistment Eligibility Codes.

(e) Appendix E was formerly appendix B and is now the Commanding Officer Separation Pay Checklist.

(f) Appendix F was formerly chapter 1 and is now the Target Enlisted Career Progression Pattern.

#### 6. Administration and Logistics

a. Recommended changes to this Manual are invited and should be submitted to the Commandant of the Marine Corps (MMEA-6) via the appropriate chain of command.

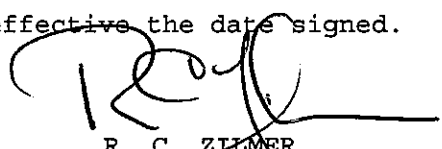
b. This Manual can be accessed on-line via the Marine Corps website at [www.marines.mil](http://www.marines.mil) and <https://ehqmc.usmc.mil/org/ar/ard/ardb/default.aspx>.

c. Reserve Applicability. Portions of this Order apply to the Marine Corps Reserve.

#### 7. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.



R. C. ZILMER

~~Deputy Commandant~~ for  
Manpower and Reserve Affairs

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## RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Making Change

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## Chapter 1

### Introduction

1. General. The Marine Corps has two primary enlisted career force objectives:

a. To provide the Marine Corps with the most qualified force by grade and MOS to support staffing all authorized career force billets.

b. To standardize promotion tempo across all MOSs to match time-in-service targets shown in appendix F.

2. Background. The Career Planning Program is the key to achieving these career force objectives. The primary purpose of the program is to conduct quality interviews in order to reenlist First-Term Marines to meet our career force MOS requirements, and to reenlist career Marines to sustain appropriate career force experience levels. Appendix F represents the target career progression pattern for our enlisted force; including timing for promotion, reenlistment, and service limits. The retention effort to develop a career force with the proper grade, MOS, and experience is paramount. Without a strong retention program the Marine Corps could not accomplish its career force objectives. Aimed at filling manpower requirements in support of our Corps' war-fighting mission, the Career Planning Program focuses on the individual Marine. The Career Planning Program for each organization/unit must be organized, resourced and operated under the following principles:

a. Ensure a personalized approach to the career development needs of each Marine.

b. Emphasize the value of personal satisfaction in making a contribution to our Corps and the intangible as well as tangible benefits of a Marine Corps career.

c. Recognize and reinforce the importance of quality leadership and professionalism to an armed service dedicated to protecting U.S. citizens and interests around the world. Our Nation desires a strong career force of Marines to ensure the Marine Corps continues to provide a force in readiness to fight in any clime or place on very short notice.

d. Expedite personal service for all Marines by ensuring interviews, counseling sessions, and administrative requirements contained in this Manual are executed promptly and accurately. Timely submission of Reenlistment, Extension and Lateral Move (RELM) requests ensures Marines receive the best possible opportunity to reenlist.

3. Organization. Career planning is a function of command. The following agencies/personnel exist within the Marine Corps to help manage the career planning program.

a. Enlisted Retention and Counseling Section (MMEA-6)

(1) Mission. The Enlisted Retention and Counseling Section is responsible to the Commandant of the Marine Corps for managing the Marine Corps Career Planning Program.

(2) Organization. The Enlisted Retention and Counseling Section consists of the Headquarters Unit, the Reenlistment Unit (MMEA-61), and the Career Counseling and Performance Evaluation Unit (MMEA-64). Phone numbers are listed in figure 1-2.



(a) Headquarters Unit (MMEA-6)

1. Advise the CMC on enlisted retention matters via the Deputy Commandant for Manpower and Reserve Affairs.
2. Maintain cognizance over this Manual.
3. Research information for responses to congressional inquiries, Marine Mail, and Board for Correction of Naval Records cases related to retention and counseling matters.
4. Coordinate external programs related to retention with Manpower Plans and Policy (MPP) division.
5. Plan, publish, and supervise the Marine Corps programs and regulations pertaining to enlisted retention.
6. Conduct the annual Marine Corps Career Planning Conference.
7. Facilitate the execution of the SNCO Re-accession Board.
8. Coordinate, supervise, and execute all CMC (MMEA) command/retention assist visits.
9. Coordinate, supervise, and execute the Enlisted Retention Task Force (ERTF).
10. Manage and update the Automated Inspection Reporting System (AIRS) checklist for functional area 040 Career Planning.
11. Provide a representative for the IGMC inspection team.
12. Explore retention initiatives and implement improvements.
13. Manage the retention system process.

(b) Reenlistment Unit (MMEA-61)

1. Process all requests for further service on enlisted Marines.
2. Execute the First Term Alignment Plan (FTAP).
3. Execute the Subsequent Term Alignment Plan (STAP).
4. Exercise authority over cancellations of extension of enlistment agreements.
5. Ensure compliance with all pertinent regulations in the approval of reenlistment/extension requests.
6. Maintain effective, open lines of communication with major subordinate commands, Career Planners, and Marines in order to effectively influence the retention effort.
7. Recommend management action to retain the most qualified Marines in the required quantities and skills.

8. Maintain retention statistics on First Term and career Marines.
9. Process reenlistment waiver requests.
10. Make involuntary separation pay determinations.
11. Assign reenlistment eligibility codes.
12. Manage the lateral move program.
13. Process Prior Service Enlistment Program (PSEP) reenlistment requests.
14. Provide Career Planner Liaisons to coordinate the enlisted retention and lateral move portion of the Career Planning Program through active dialogue with all Marine Corps Career Planners and Manpower Management Enlisted Assignments, Enlisted Monitor Section (MMEA-8).

(c) Career Counseling and Performance Evaluation Unit (MMEA-64)

1. Mission. The mission of the Career Counseling and Performance Evaluation Unit is to support the future of our Corps by assisting enlisted active duty career Marines in improving their competitiveness for promotion and their performance for retention through performance evaluation and career counseling.

2. Organization. The Enlisted Career Counseling and Performance Evaluation Unit is comprised of a Master Gunnery Sergeant/Master Sergeant as the Unit Head, and four Master Sergeants/Gunnery Sergeants who are Career Counselors. The counselors come from a variety of MOSs and have highly competitive career tracks typically including a successful Special Duty Assignment (SDA).

3. Tasks. Though the primary mission of the Enlisted Career Counseling Unit is to guide Enlisted Career Marines in ways to improve their performance for promotion, they also perform several additional tasks. They provide a performance evaluation on retention requests with adverse or derogatory material on current contract. Counselors also present a series of content progressive briefs on all matters pertaining to career progression while on MMEA Command Visits, as well as to any command upon request. It is the responsibility of the requesting command to fund approved trip requests. Unit's desiring a counselor visit should contact the Career Counseling Unit at (800) 833-2320.

4. Counseling and performance evaluation of all active duty Sergeants and above. A Marine can schedule an appointment by calling, e-mailing, writing to the unit, or submitting an online counseling request from the Career Counseling website (see point of contact page). Marines are instructed to call back for their appointments, which are usually one full working day after the initial contact.

5. Improving competitiveness for promotion takes time. It is recommended that Marines contact the career counselors at least two years before entering the in-zone for selection to the next higher grade. A Marine can estimate the two years by examining the previously released selection MARADMIN for his/her next higher grade. A Marine in the below-zone is projected to be in the in-zone the following year. Therefore, a Marine whose date of rank (DOR) is one year from the below-zone junior DOR is approximately two years from the in-zone.

6. Career Counselors can not provide specific reasons for failing selection. The selection board is sworn to secrecy and reasons for failing

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selection are not provided to anyone. Marines calling the Counselors after failing a selection board will be informed if their package was properly reviewed by the selection board, and will be given advice on improving individual competitiveness from that point on.

b. Major Subordinate Commands

(1) Commanding Generals/Commanding Officers

(a) The responsibility for a successful Career Planning Program rests with the unit commander.

(b) Commanders are encouraged to make every attempt to conduct programs that support retention, e.g., (Career Fair/Retention Stand-down) for all Marines during the months of March through July every calendar year to ensure that Marines are aware of the opportunities available to them for retention.

(c) Key factors that affect the success or failure of a Career Planning Program are command emphasis and attention, officer and staff noncommissioned officer participation and leadership, and the proper employment of Career Planners. Commanders should also be creative in developing incentives to enhance the retention of the command, e.g., (PTAD, Liberty) within their scope of authority.

(d) Parent commands are responsible for Marines assigned to the Fleet Marine Force Personnel Assistance Program (FAP) and those Marines assigned Temporary Additional Duty (TAD). Commanders of both parent and host commands should pay particular attention to Marines who are in a FAP and TAD status to ensure the best interests of the individual and the Marine Corps are served.

(e) Performance Evaluation. In order for Career Planners to be evaluated in an equitable manner, the Commanding Officer will treat the Career Planner as a Special Staff Officer. The CO will act as the Reporting Senior (RS) for the Career Planner but may delegate this authority using the below guidelines:

1. Commanding General Level Career Planners. The G-1/Chief of Staff is the lowest level of delegation permitted.

2. Unit Level Career Planners. The Executive Officer is the lowest level of delegation permitted.

3. Other Career Planners. Career Planners working in other billets where the command structure does not fit option one or two above should provide performance evaluations at the highest level possible.

(2) All Officers and Staff Noncommissioned Officers

(a) Although the responsibility for a successful Career Planning Program rests ultimately with the commander, every officer and staff noncommissioned officer in the command shares this responsibility.

(b) All officers and staff noncommissioned officers have the opportunity to make a positive impact on retention during routine guidance and counseling of their Marines. The quality of our NCO/SNCO corps directly relates to the integrity and attention to duty of those officers and staff noncommissioned officers who provide retention recommendations used to influence the retention decision making process.

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c. Career Planner. The Career Planner is a special staff officer responsible to the commander for administering the unit Career Planning Program and is the commander's advisor on enlisted retention matters. The Career Planner is the primary link between commands and Headquarters Marine Corps (MMEA). As such, the Career Planner must be familiar with the provisions of this manual, associated orders, publications, and directives.

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REENLISTMENT UNIT (MMEA-61).....DSN* 278-9238/39	
CAREER COUNSELING AND EVALUATION UNIT (MMEA-64).....DSN* 278-9241	
Toll-Free from the United States.....1-800-833-2320	
Toll-Free from outside the United States	
Australia.....1-800-124-615	Ireland.....1-800-55-7423
Bahamas.....1-800-685-5064	Israel.....177-150-1752
Barbados.....1-800-534-2309	Italy.....167-8-73467
Belgium.....1800-1-1119	Japan.....0031-123608
Canada.....800-677-5019	Luxembourg.....0800-6319
Denmark.....8001-7286	Netherlands.....06-022-3697
Dominican Republic....1-800-751-6400	Norway.....800-15785
France.....05-90-0629	Singapore.....800-120-0734
Germany.....0130-8-17342	Sweden.....020-79-2581
Greece.....00800-12-2759	Thailand.....001-800-12-066-0395
Guam.....1-800-800-0286	Trinidad/Tobago....1-800-685-5064
Hong Kong.....800-8537	Turkey.....00-800-151-0104
Indonesia.....001-800-011-0417	Uruguay.....000-413-598-0502

Website: Marine Corps Home Page ([www.manpower.usmc.mil](http://www.manpower.usmc.mil)), then to Active Marine, Manpower Management, Enlisted Assignment's, then to Enlisted Career Counseling and Evaluation Unit

U.S. Mail: Commandant of the Marine Corps (MMEA-6)  
Headquarters, U.S. Marine Corps  
3280 Russell Road  
Quantico, VA 22134-5103

Requests submitted to HQMC will be processed by the appropriate Career Planner Liaison based on the Marines Occupational field designator as defined below:

MMEA-82 CAREER PLANNER LIAISON COMBAT ARMS/COMM	MMEA-83 CAREER PLANNER LIAISON SERVICE SUPPORT	MMEA-84 CAREER PLANNER LIAISON AVIATION/1STSGT/SGTMAJ
02 03 05 06 08 18 35 57 58	01 04 11 13 21 23 30 31 33 34 40 41 43 44 46 48 55	26 28 59 60 61 62 63 64 65 66 68 70 72 73 84 89
DSN: 278-9336	DSN: 278-9252	DSN: 278-9956

\* Commercial (703)-784-XXXX

\*\* Career Planners desiring to check on the status of a RELM request should call the appropriate Career Planner Liaison 82/83/84. Please allow at least 30 working days from date of submission for the CMC (MMEA) to process the RELM request.

FAX for the CMC (MMEA-6) DSN 278-9835/COMM (703) 784-9835

Figure 1-1.--Enlisted Retention and Counseling Section Organization

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## Chapter 2

Career Planning Personnel1. Mission of Career Planners

a. The Career Planner is a special staff officer responsible directly to the commander for all matters regarding enlisted retention.

b. The primary mission of the Career Planner is to advise commanders and Marines on all aspects of Retention. This includes assisting Marines in improving their retention through performance and competitiveness. The Career Planner will advise Marines on the following: career opportunities, education benefits, First Term Alignment Plan (FTAP), Subsequent Term Alignment Plan (STAP), PME requirements (published via ALMAR or MARADMIN), B-billets and Special Duty Assignments (SDA), promotion tempos, selection zones for promotion, remedial promotion boards (MCO 5420.16B), Enlisted Career Force Controls (ECFC), involuntary separation pay, etc. The Career Planner will also process all requests for retention, including all administrative requirements.

c. The Career Planner is responsible to HQMC, to act as the liaison between the command and MMEA on all retention matters. Clear, open, honest communication is essential in ensuring CMC decisions are as informed as possible.

d. Career Planners should exemplify the type of Marine we desire to retain in the Marine Corps. The Career Planner holds a position of leadership and integrity and should set the example in all aspects of performance and conduct.

2. Career Planner Responsibilities

a. Career Planner SNCOIC. The role of the SNCOIC is critical to an effective Career Planning Program. The responsibilities of the SNCOIC include, but are not limited to, the following:

(1) Instruct and train unit level Career Planners.

(2) Coordinate the implementation of the FTAP/STAP within the command.

(3) Provide assistance to Career Planners within the command.

(4) Advise Commanders on retention matters (e.g. Retention Reports, Letters of Instruction, Case Studies, and After Action Reports.)

(5) Conduct on-site inspections of Career Planners within the command as required.

(6) The SNCOIC will conduct Career Planning evaluations to evaluate the effectiveness and knowledge of a Career Planner.

(a) Career Planners with less than one year on the Career Planning Force are required to have three evaluations during the first year.

1. Initial - Conduct within three months of the Career Planner joining a unit.

2. Intermediate - Conduct between three and six months of the Career Planner joining a unit.

3. Final - Conduct between six and nine months of the Career Planner joining a unit.

(b) Career Planners with more than one year on the Career Planning Force are required to have annual evaluations.

(7) Coordinate and implement the Unit Inspection Program (UIP) in accordance with the Commanding General's Inspection Program (CGIP).

(8) Conduct and document follow-on training for subordinate Career Planner.

(a) MSC Career Planner SNCOIC will conduct training for subordinates on a quarterly basis.

(b) All other SNCOICs will conduct training on a monthly basis.

(9) Gather/disseminate information for HQMC and unit commanders.

(10) Conduct quality control on all RELMs submitted by subordinate commands.

b. Unit Career Planner

(1) The Unit Career Planner is responsible for accurate completion of all forms pertinent to career planning, to include the reenlistment contract (DD Form 4), Selective Reenlistment Bonus Program (SRBP) forms, the career planning contact record, and extension agreement (NAVMC 321A). Reference (a) describes the responsibilities of the Career Planner in further detail.

(2) Commands must maintain individual case folders (with documents pertaining to the Service Record Book (SRB) and Official Military Personnel File (OMPF)) for two fiscal years. Other records and documents such as studies, statistics, case files, etc., may be retained at the discretion of the local commander.

3. Training of Career Planners

a. Formal school training is conducted at the Career Planner Course. Orders to attend this course are issued by CMC (MMEA-6). The Career Planner SNCOICs will conduct and document quarterly training for all subordinate Career Planners.

b. The senior Marine instructor at the Career Planner Course will submit class results to CMC (MMEA-6). Course graduates selected as Career Planners are assigned the PMOS 4821 by this Headquarters. Marines possessing PMOS 4821 and serving in T/O Career Planner billets receive special duty assignment pay per reference (b).

c. Marines who are assigned as an additional duty Career Planner may request a school seat by contacting their Career Planner SNCOIC.

4. Working Area of Career Planners

a. The nature of career planning requires that the Career Planner's office receive special consideration. The Career Planner's office should be located so it is readily accessible to all Marines during normal working hours. The location

should offer privacy during an interview. An office where conversation can be readily overheard is not conducive to establishing good rapport with a Marine being interviewed. Similarly, an office susceptible to frequent interruption by daily activity inhibits the Career Planner from creating the calm environment needed for a successful interview.

b. At a minimum the Career Planner should be provided with the computer hardware needed to enhance the effectiveness of daily operations and to access the retention system or other available on-line databases. In assigning an office for the Career Planner, commanders should consider these and other factors which could affect the unit's retention program. The following assets should be provided by the local command in order to perform daily retention functions; computer with Internet access, digital camera, color printer, digital scanner and fax machine.

#### 5. Uniform for Career Planners

a. To enhance the prestige of Career Planners and to provide visibility for identification purposes, when in garrison, all Career Planners are encouraged to wear the seasonal dress blue uniform as appropriate.

b. Subject to reference (c), the medium blue uniform allowance is authorized every three years to all Career Planners who are assigned to an authorized T/O billet and are assigned PMOS 4821.

#### 6. Selection of Career Planners

a. Every Career Planner candidate is thoroughly screened by the CMC (MMEA-6). The decision to accept a Marine for a lateral move into the Career Planning Force will be made based on the following criteria: performance (especially during the past five years), commander's recommendation, Career Planning SNCOIC's recommendation, strength of the Marine's PMOS, and prerequisites outlined in appendix B.

(1) Commanders are encouraged to identify potential Career Planners.

(2) Marines desiring to lateral move into the 4821 MOS as a Career Planner should submit via the Retention System. The request must contain: Present Assignment, Career Planner experience or any special qualifications. The request will include enclosures:

(a) Commanding Officer Screening/Interview Checklist - Career Planning (Appendix B).

(b) Current photograph - in the format prescribed in reference (d).

(c) Certified copy of the Record of Service (ROS) for Sergeants with less than two years time in grade.

(d) Interview letter from Career Planner SNCOIC (General Officer Staff Level).

(e) Certified letter from CO/SgtMaj with SNM's Height, Weight, and BF%.

b. Upon selection to the Career Planning Force, each Marine will be assigned TAD to the Career Planner Course at MCRD, San Diego, CA. Each class is normally made up of 25 students, four of whom are Active Reserve (AR). Every effort will be made to assign students to a class as soon as possible after being accepted into



the Career Planning Force. However, the overriding factor will be the needs of the command to which the new Career Planner will be assigned (i.e., a Marine reporting to a command deploying in less than six months will receive priority). In some cases, the Career Planner will report to the new command for on the job training and subsequently attend school.

c. The following items are considered disqualifying factors for Career Planner selection due to the high visibility of the Career Planner.

- (1) Any confirmed illegal drug involvement.
- (2) A Court-Martial conviction.
- (3) Disenrollment from DI/Recruiter School for adverse reasons.
- (4) Failure for selection to next grade.
- (5) Any assignment to the Body Composition Program (BCP) or Military Appearance Program (MAP) during enlistment.
- (6) Poor communication skills.
- (7) Currently enrolled in command directed Family Advocacy Program.
- (8) Any PFT/CFT failure during enlistment.

#### 7. Assignment of Career Planners

a. CMC (MMEA-8) will assign Marines with PMOS 4821 to fill T/O Career Planner billets. Every effort will be made to match the desires of the Marine with the needs of the Marine Corps. When this cannot be accomplished, the needs of the Corps must take precedence. When determining needs of the Marine Corps, commands will have the following priority: deployable MCCs, independent commands, commands where the Career Planner is a one-for-one billet, all others. In the case of deployable MCCs, Career Planner will be assigned by HQMC (MMEA-8) in accordance with the Deployment Stabilization Report (DSR).

b. Individual consideration will be given to the following factors: time on station, overseas control date, availability of requested billet, and personal desire. A Marine who has recently deployed will normally be assigned to a non-deploying unit.

c. Commanders may assign highly qualified Marines as additional duty Career Planners. Commanders may temporarily assign any highly qualified Marine to a T/O career planning billet until CMC (MMEA-8) fills the billet. However, special duty assignment pay and the issuance of the dress blue uniform allowance are not authorized.

d. All Marines routinely perform additional duties, however, commanders should make every effort not to assign additional duties to the Career Planner which will compromise their position, demand a preponderance of their time, or pose a conflict of interest. Those billets include, but are not limited to: Substance Abuse Control Officer (SACO), Legal NCO, Classified Material Systems (CMS) Custodian, Equal Opportunity Representative/Advisor (EOR/EOA), etc.

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## 8. Recognition of Career Planners

a. Career Planner of the Year. The Career Planner of the Year is a program to recognize the unit Career Planner for exceptional performance of their duties. This program consists of a board process where local commanders submit nominations to the CMC (MMEA-6) for consideration. The board will select one nominee as the Career Planner of the Year and one runner up. The Career Planner of the Year will be awarded the Navy and Marine Corps Commendation Medal and receive a meritorious promotion. The runner up will be awarded the Navy and Marine Corps Commendation medal.

### (1) Nomination Requirements

- (a) Nominee must be serving in the billet of Unit Career Planner.
- (b) Must be in the rank of Sgt or SSgt only.
- (c) Must hold the PMOS of 4821.
- (d) Nominees must be endorsed by the first Commanding General in the Marine's chain of command; limit of two nominations per Commanding General.
- (e) All nominee packages must include a recent photo in the format prescribed in reference (d).

(2) Correspondence and submission timelines will be published annually via MarAdmin.

b. To provide additional emphasis on retention and its importance to the Marine Corps, the Certificate of Appreciation (Figure 2-1) was designed as an additional means to recognize superior performance. It may be awarded in lieu of or in addition to other means of recognizing superior performance, such as meritorious masts or personal awards to any Marine, not just the Career Planner.

(1) Commanding Generals may award the certificate on behalf of the Commandant of the Marine Corps. Career Planning Certificate of Appreciation NAVMC HQ 818A forms are available from CMC (MMEA-6).

(2) Commanders of separate commands not having a general officer may submit nominations for awards of the Career Planning Certificate of Appreciation to CMC (MMEA-6). Include complete justification for the award in all nominations.

c. Major Subordinate Commands (MSCs) are encouraged to establish appropriate procedures with which to recognize individual contributions to the command's Career Planning Program.

# ***United States Marine Corps***




## ***Certificate of Appreciation***

Presented to

in recognition of exceptional effort and achievement in  
contributing to a successful

***Career Planning Program***

Presented this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

  
Commandant of the Marine Corps

## Chapter 3

### Career Planning Interviews

1. Purpose. Each Marine has unique interests and concerns which may not be voiced if in a public setting. Therefore, each Marine should have the opportunity to discuss his/her career options in a private setting with the Career Planner and the Commanding Officer.

a. Career planning interviews provide Marines the opportunity to discuss career related decisions. At this crucial time, the decision concerning reenlistment must be approached with full awareness of what a Marine Corps career can provide.

b. The purpose of career planning interviews is two-fold:

(1) Encourage quality Marines to reenlist.

(2) Provide each Marine with appropriate information needed to make a sound career decision.

c. Interviews are important from the standpoint of gaining an understanding of the true reasons why Marines do or do not desire to reenlist. By analyzing many similar interviews, the Career Planner can determine solutions to retention problems within a unit.

d. Interviews provide an opportunity to counsel and advise those Marines who have decided not to reenlist regarding the alternatives of the Selected Marine Corps Reserve, and to advise them of transition benefits.

e. Interviews enhance good will. Marines who do not reenlist will express their opinions about the Marine Corps wherever they reenter civilian life. These opinions, positive or negative, will affect recruiting for the Marine Corps. Marines may be encouraged to present a favorable picture of the Marine Corps by interviewing in order to identify and address issues effectively.

f. Assess Marine's Career Goals. During the interview process the Career Planner will: help identify the Marine's career goals, assess the Marine's accomplishments to date in obtaining his/her goals and guide and mentor the Marine in obtaining his/her career goals. In many cases this mentoring will involve connecting the Marine with other leaders with the appropriate knowledge and awareness.

g. Delegation to Conduct Interviews. While the unit CO is directly responsible for conducting interviews for all Marines within the command it is not always feasible for the CO to do 100% of the interviews. In this instance, the CO must delegate, in writing, the appropriate level (i.e. HqCo Cmdrs, MSG Co Cmdrs, OIC's, etc.) to conduct the interviews on their behalf.

2. Types of Interviews. Interviews may be voluntary or required, and are conducted by either the Commanding Officer or the Career Planner.

a. Voluntary. The Career Planner, upon the request of the individual Marine, may conduct voluntary interviews at any time. Marines normally request interviews to seek information (e.g. special duty and educational programs). These interviews must be properly documented by the Career Planner.

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b. Required. The Career Planner and Commanding Officer will ensure interviews are conducted as required. The CO may designate the executive officer or Company Commander to conduct Commanding Officer interviews. The Commanding Officer must conduct an interview when the Marine is not recommended for reenlistment.

(1) First-Term Interviews

(a) Initial Interview

1. The Career Planner will conduct an initial interview on ALL First Term Marines between 26 and 24 months prior to the Marine's ECC.

2. Use the initial interview to determine if the Marine meets all prerequisites for reenlistment/lateral move, to ensure that corrective action is initiated if necessary (for example, retaking the AFQT), and to ensure the Marine is fully apprised of the benefits and incentives related to reenlistment. The Marine should also be familiarized with the FTAP process.

(b) Interview for National Call to Service (NCS) Marines

1. Per reference (e), NCS Marines are on an eight-year Mandatory Service Obligation (MSO) consisting of 15 months of active duty service after completion of the initial entry training (including MOS training) followed by either 24 months of active duty or 24 months of Selected Reserve (SELRES) service in any of the SELRES categories (SMCR, IMA, AR).

2. Marines who are on a contract as National Call to Service Marines will have an interview conducted three months before their EAS or prior to transfer to a command designated to process the Marine for separation.

3. During the interview NCS Marines will be advised that they may extend their contract for a period of 24 months ONLY.

4. These Marines will then receive their follow-on interviews as appropriate as first term Marines.

(c) FTAP Interview. The Career Planner will conduct an FTAP interview between 14-12 months from the Marine's ECC.

1. Career Planner FTAP Interview

a. The FTAP interview will ensure the Marine is made aware of the benefits of a Marine Corps career.

b. The Marine should be reminded of the need for a complete and competitive performance record.

c. Commands are encouraged to conduct FTAP briefs during a retention stand down/career fair between March and July prior to the fiscal year of the Marine's ECC. However, the FTAP brief does not qualify for the one-on-one FTAP interview.

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## (2) Career Marine Interviews

(a) Careerist Interview. The Career Marine's interview will be conducted 14-12 months from current ECC, except for Marines approved for transfer to the FMCR or retirement. This interview is designed to advise the career Marine of current options and benefits such as SRBP, special duty assignments, and to determine reenlistment eligibility. During the interview, the Career Planner must review each Marine's records to ensure the Marine is not missing any fitness reports and meets all reenlistment prerequisites. The Career Planner will also counsel the Marine concerning enlisted career force controls and separation pay, if applicable. This interview also allows the Career Planner time to get a CG waiver or recover missing fitness reports should the Marine desire further service.

## (3) EAS Interviews

(a) The Career Planner and Commanding Officer will conduct an EAS interview eight to six months before the Marine's EAS. This interview is not required if a Marine has submitted a reenlistment request or has been approved for transfer to the FMCR.

(b) Review the Marine's plans for separation; re-address the benefits of staying Marine.

(c) The primary purpose of the EAS interview is to ensure the Marine is apprised of the benefits of joining the Selected Marine Corps Reserve, Transition Assistance Management Programs and advise him/her on the Marine 4 Life program. Also advise the Marine of the requirement to attend a mandatory pre-separation brief. Both the Commanding Officer and the Career Planner will conduct EAS interviews.

(d) The Commanding Officer, or those delegated to conduct interviews, will assign the appropriate Reenlistment Eligibility (RE) Code, per appendix D, during the EAS interview for those Marines who will separate at EAS and for those Marines that are not reenlistment eligible. Additionally, the CO, not their delegate, must assign the appropriate code for those Marines who receive anything other than RE-1A. Appendix D provides details on the qualifications of each code.

(e) Marines who have been denied further service by HQMC will be assigned a RE Code by CMC (MMEA-6).

## (f) FMCR eligible Marines

1. Marines not reenlisting must submit for transfer to the FMCR between four to 14 months prior to EAS. Failure to request transfer to the FMCR at least four months prior to EAS will jeopardize timely processing of the request. This could have an adverse impact on Permissive Temporary Additional Duty (PTAD), leave, or other transitional benefits.

2. Failure to submit for transfer to the FMCR will result in separation at EAS without benefits. Retirement eligible Marines who EAS without transferring to the FMCR must submit a request to the Board for Correction of Naval Records (BCNR) in order to receive consideration for retirement benefits.

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### 3. Marine Corps Ready Reserve

a. It is the responsibility of Commanding Generals, Commanding Officers, and Officers-In-Charge to ensure all Marines who choose to separate at EAS are briefed on Marine Corps Reserve benefits and obligations.

b. Reference (f) provides detailed information concerning counseling separating officers and enlisted Marines to include information on the benefits of participating in the Marine Corps Reserve.

c. Marine Reserve Procurement Liaison Sites are located at major commands throughout the Marine Corps. The liaison sites are manned by Active Reserve (AR) Marines whose mission is to disseminate information concerning the Marine Corps Reserve and refer separating Marines to prior service recruiters. Refer specific questions concerning the liaison sites to the Marine Corps Mobilization Command at 1-800-255-5082 (toll free).

## Chapter 4

### Reenlistment

1. General. Reenlistment involves the execution of a new contract by an enlisted Marine. This contract establishes a legal agreement between the United States Government and the Marine. A reenlistment contract replaces either a current enlistment/reenlistment contract or one which has been terminated by separation. Marines may sell back Lump Sum Leave (LSL) in conjunction with a reenlistment. A Marine may sell back their accumulated leave in accordance with reference (g).

a. A Marine must reenlist prior to midnight of the last day of his/her current enlistment/extension. The reenlistment will be effective on the day following the date of separation.

b. Upon receipt of appropriate authority to reenlist a Marine, the unit commander is authorized to separate the Marine per reference (h) for the express purpose of reenlistment. In the case of Marines who were paid an enlistment bonus for their present contract, see reference (i).

c. There are three types of reenlistments for active duty Marines: immediate, standard, and early.

(1) Immediate. A Marine reenlists with less than 90 days remaining on the current enlistment contract, to include extensions. The date of expiration of enlistment is excluded in computing the 90-day period.

(2) Standard. A Marine reenlists with more than three months, but less than twelve months remaining on the current contract.

(3) Early. A Marine reenlists more than 12 months prior to the end of his/her current enlistment contract, to include extensions. This is normally authorized only when a duty assignment requires obligated service. Marines in receipt of Permanent Change of Station Orders (PCSO) requiring additional obligated service may request this exception.

d. There are two types of reenlistments for prior service applicants: continuous and broken.

(1) Continuous. Continuous reenlistments occur when a Marine reenlists back into the active component with more than 24 hours but less than a 91 day break in service. An active duty recruiter may submit continuous reenlistment requests for Marines interesting in the Regular Marine Corps, per reference (j).

(2) Broken. A former Marine who reenlists in the active component of the Marine Corps while having been separated from the Regular Marine Corps for more than 90-days. An active duty recruiter will submit broken reenlistment requests, per reference (j).

### 2. Reenlistment Lengths

a. 48-month or 36-month authority are standard reenlistment lengths.

b. 24-month authority - results from service limitation, to allow for additional observation or at the Marine's request.



c. 60/72-month authority - used for special programs and select MOSs only (e.g., MECEP, Advanced Degree Completion Program); not used to maximize SRBP.

### 3. Reenlistment Authority

a. CMC (MMEA-6) must review and approve all reenlistments. Reenlistment authority is effective until the date specified in the approval. Even in the case of a Marine that has received a "not recommended for reenlistment", the request must still be referred to CMC (MMEA-6).

b. Reenlistment will not be effected, if in the opinion of the commander, the Marine authorized to reenlist has failed to maintain the high standards of professional and personal performance that led to the authority for reenlistment being granted. In such cases the command must immediately inform CMC (MMEA-6) who will then reconsider the Marine's request. Commanding Officers will review all reenlistment packages prior to executing reenlistment.

c. CMC (MMEA-6) may grant reenlistment authority of limited duration (normally 24 months) for further observation (FFO) to a Marine with adverse material on contract. CMC (MMEA-6) may deny further service to a Marine who obtains further adverse material while on a FFO contract. Marines serving on a contract for further observation may not submit for reenlistment until 90 days from the FFO expiration date. Any extensions granted during an FFO contract may be considered an extension of the FFO contract.

d. Per reference (k), Marines with 18 years of active service will be retained to achieve retirement eligibility unless separated in accordance with reference (h).

### 4. Commanding Officer's Recommendation

a. The Commanding Officer plays a crucial role in the reenlistment decision. However, depending on the size and mission of the unit, it is not always feasible for the CO to do 100% of the reenlistment recommendations. In this instance, the Executive Officer may make recommendations on their behalf.

b. Recommendations should take into consideration the Marine's conduct, performance and future potential as it relates to rank, age, experience, and maturity level. The primary role of the CO's recommendation is to initiate dialogue between the command and CMC (MMEA-6), contributing to the reenlistment decision.

c. Amplifying information must be provided for a recommendation of "Recommended With Reservation" or "Not Recommended". Though a recommendation of "Not Recommended" does not disqualify a Marine from reenlistment eligibility, but it is key input. The authority to provide a recommendation of "Recommended With Reservation" or "Not Recommended" may not be delegated.

d. The CO's recommendation will indicate one of the following categories:

Reenlistment Recommendation	Rating Criteria
Recommended w/enthusiasm	Top 25% of Marines in that grade known to the certifying officer.
Recommended w/confidence	Top 50% of Marines in that grade known to the certifying officer.
Recommended w/reservation	CO's discretion. Marine meets basic retention requirements; however, the CO has reservations concerning the Marine's career potential. CO must indicate reason.
Not recommended	CO's discretion. CO must indicate the reason for not recommending ensuring assignment of appropriate reenlistment eligibility code.

#### 5. Reenlistment Prerequisites

a. Basic Reenlistment Prerequisites. The following basic reenlistment prerequisites pertain to all Marines applying for reenlistment:

(1) Have demonstrated the high standards of leadership, professional competence, and personal behavior required to maintain the prestige and quality standards of the Marine Corps. This may be waived by HQMC.

(2) Have demonstrated the core values of honor, courage and commitment. This may be waived by HQMC.

(3) Have no alcohol related incidents while operating a vehicle or any other mode of transportation. This restriction is only subject to the current enlistment contract and extensions to that contract. This may be waived by HQMC.

(4) Not be a sole surviving son/daughter. However, a Marine may waive this status per reference (l). Also, per reference (m), Marines may be permitted early discharge if they are the only surviving child in a family in which the father or mother, or one or more siblings, served in the Armed Forces and, because of hazards incident to such service, was killed, died as a result of wounds, accident, or disease, is in a captured or missing in action status, or is permanently disabled, to amend the Internal Revenue Code of 1986. This may be waived by HQMC.

(5) Not be under a CMC imposed reenlistment restriction. This may be waived by HQMC.

(6) Have no convictions by a Court-Martial. This restriction is only subject to the current enlistment contract and extensions to that contract. This may be waived by HQMC.

(7) Have no convictions by civil authorities (foreign or domestic), or action taken which is tantamount to a finding of guilty of an offense for which the maximum penalty under the UCMJ is confinement for six months or more or a fine of \$500 or more. If the offense is not listed in reference (n) (Table of Maximum

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Punishments), or is not closely related to an offense listed there, apply the maximum punishment authorized by the U.S. Code, or the District of Columbia Code, whichever is lesser. This restriction is only subject to the current enlistment contract, and extensions to that contract. This may be waived by HQMC.

(8) Have no more than two Non-Judicial Punishments (NJP). This restriction is only subject to the current enlistment contract, and extensions to that contract. This may be waived by HQMC.

(9) Have a minimum conduct and proficiency mark average of 4.0/4.0 during the current enlistment contract and extensions to that contract. This may be waived by HQMC.

(10) Be worldwide deployable and fit for rigorous combat duty at sea and on foreign shore unless previously waived by an expanded Permanent Limited Duty (PLD) board per reference (o). HIV positive Marines are excluded from this prerequisite. Commanding Officer's certification remains "yes" to protect Marine's privacy. This may not be waived by HQMC, except as listed above.

(11) Meet medical/dental standards as prescribed in reference (p). Provided the Marine is otherwise qualified for reenlistment, an extension may be requested for sufficient time to obtain treatment to meet prescribed dental standards.

(a) HIV positive status will not be used to deny reenlistment.

(b) Marines must be in full duty status.

(c) Screening must be certified within 90 days of executing Reenlistment. If the Marine does not reenlist within the 90 days their record will be re-certified to ensure the Marine is still qualified to reenlist. This may not be waived by HQMC.

(12) Pass a full, current physical fitness test and combat fitness test in accordance with reference (q), unless previously waived by an Expanded Permanent Limited Duty (PLD) board per reference (o). This may not be waived by HQMC, except in cases of Expanded PLD.

(13) Not have an incident involving confirmed illegal use, possession, sale, or distribution of a controlled substance per reference (r). This may not be waived by HQMC.

(14) Not be a conscientious objector. This may not be waived by HQMC.

(15) Have no dependency or hardship that is not temporary in nature or that causes the Marine to be non-deployable or not available for worldwide assignment at any time. This may not be waived by HQMC.

(16) Meet Body Composition Program (BCP) and Military Appearance Program (MAP) standards as prescribed by reference (s). This may not be waived by HQMC.

(17) Not assigned to an alcohol treatment program, per reference (r), during the past 12 months. In these cases, Marines may request an extension for up to 12 months to allow them to complete their after care treatment program and to allow the command to observe their performance and conduct. The observation period begins on the date the Marine completes Level II or III alcohol treatment. Career Planners must confirm the completion date. This restriction does not apply

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to Marines who volunteer for treatment and have no performance or conduct problems. This may not be waived by HQMC.

(18) Marines who are single parents and have custody of their children or dual military couples with dependents are required to comply with the instructions contained in reference (t), which provide specific requirements for maintaining current family care plan in the event of deployment/TAD. This may not be waived by HQMC.

(19) Must not fall under the provisions of the Lautenberg Amendment, per reference (u). This may not be waived by HQMC.

(20) No missing fitness reports or date gaps of 30 days or more within the last five years or on the current contract, whichever period is greater. In general, a fitness report in processing status will be considered incomplete. The CMC (MMEA-6) may grant short-term extensions to allow time to address missing fitness reports. This may not be waived by HQMC.

(21) Must meet the MOS security clearance requirements per reference (v). This may be waived by HQMC.

b. First-Term Marines. In addition to the basic reenlistment prerequisites, First-Term Marines must be a high school graduate or alternate credential holder. This may not be waived by HQMC.

c. Career Marines. The following are also considered disqualifying factors for reenlistment for career Marines:

(1) Marine has submitted for transfer to FMCR or retirement. This may be waived by HQMC.

(2) Marine has previously refused to extend/reenlist to obtain the obligated service necessary to execute PCS/or deployment orders. This may not be waived by HQMC unless the Marine accepts similar orders.

(3) Marine has requested separation via an early separation program. This may not be waived by HQMC.

6. Pregnant Marines Including Postpartum Period. Marines who were otherwise qualified for retention prior to becoming pregnant warrant an exception to the following reenlistment prerequisites: height/weight/body fat standards, passing a current PFT/CFT and worldwide deploy-ability. This is a blanket exception to reenlistment prerequisites and does not require a waiver.

7. Commanding Officer's Certification. The Commanding Officer's certification in the reenlistment request verifies to CMC (MMEA-6) whether or not the Marine meets all reenlistment prerequisites. If the Marine does not meet a prerequisite, and a waiver is being requested, an explanation will be provided in the CO's comments.

8. Waiver of Reenlistment Prerequisites. The CMC (MMEA) is authorized to grant waivers of certain reenlistment prerequisites. Requests for reenlistment from Marines who require a waiver of a reenlistment prerequisite must be endorsed by the Commanding General (CG), or acting CG only, prior to being sent to CMC (MMEA-6). By direction endorsements are not sufficient. Marines eligible for retirement or transfer to the FMCR will submit requests for ECFC service limit waivers to CMC (MMSR-2) in accordance with paragraph 7004.8 of reference (h).

9. Waiver Request Format. Recommendations for waivers of reenlistment prerequisites should be forwarded to CMC (MMEA-6) through the chain of command via the electronic processing system to include the following:

- a. A recommendation from the Commanding General (CG or Acting only).
- b. Any additional material pertinent to the request. (e. g. IMPACT certificate) Do not include recent fitness reports. Submit fitness reports to CMC (MMSB) according to reference (w).
- c. A letter from the Marine addressing the circumstances pertaining to the waiver request.
- d. Submit requests for waiver of disqualifying physical defects to CMC (MMEA-6) per reference (x). Submit copies of the current Report of Medical Examination and Report of Medical History with these requests. Physicians are not authorized to waive such defects.
- e. Requests for waivers of specific PMOS requirements will be waived only by CMC (MMEA-8).

10. Service Limitations. Service limits are established by CMC (MPP) as part of Enlisted Career Force Controls (ECFC).

a. For service limit computation purposes, Marines with broken service will count all active duty Marine Corps time as completed years of service.

b. The following depicts active service limits by grade. All extensions are included when computing total time for service limits.

Grade	Active Service Limitations
Corporal	8 years
Sergeant	13 years
Staff Sergeant	20 years
Gunnery Sergeant	22 years
First Sergeant/Master Sergeant	27 years
Sergeant Major/Master Gunnery Sergeant	30 years

c. Staff Sergeants who have failed selection to the next higher grade are required to transfer to the FMCR at their EAS upon reaching 20 years of service.

d. Gunnery Sergeants who have twice failed selection to the next higher grade prior to reaching the above service limits are not permitted to continue to these limits and are required to transfer to the FMCR at their EAS upon reaching 20 years of service.

e. First Sergeants/Master Sergeants who have twice failed selection to the next higher grade prior to reaching the above service limits are not permitted to continue to these limits. They are required to transfer to the FMCR at their EAS once they have completed at least 22 years of service.

f. The following service limits apply to Marines who have twice failed selection to the next higher grade:

Grade	Twice Passed for Promotion Active Service Limitations
Gunnery Sergeant	20 years or current EAS if over 20. Submit for FMCR 4-14 months from current EAS.
First Sergeant / Master Sergeant	Required to transfer to the FMCR at their EAS once they have completed at least 22 years. Submit for FMCR 4-14 months from current EAS.

g. Service limits ensure Marines who have reached a certain year of service in their current grade without being selected for promotion are either separated or transferred to the FMCR. Enforcement of service limits improves promotion opportunity for Marines in junior grades.

h. Marines with over 18 years of active service who are approaching their service limit should submit a request for retirement/transfer to the FMCR not more than 14 months and not less than 4 months before the requested date. Requests submitted outside this time frame are not accepted in the MCTFS and must be submitted, with justification and endorsements, by separate correspondence or message to CMC (MMSR-2). The CMC (MMSR) may grant extensions to allow Marines to complete 20 years of service or up to their service limit.

(1) FMCR approval does not, in itself, prevent a Marine from being worldwide deployable.

(2) Marines with over 20 years of active service who are not approaching their service limits will be limited to a 36-month reenlistment.

(3) Marines who have been once passed or have not been considered for promotion may be granted an extension by MMEA to be considered by the next promotion board.

i. Marines serving in a billet determined to be in the best interest of the Marine Corps may be waived beyond 30 years.

(1) If the Marine is within the 14 month retirement window they submit their request via an AA Form or Naval letter with CG level endorsement to MMSR.

(2) If the Marine is outside the 14 month retirement window they submit LtGen level endorsements to MMEA via RELM request.

11. Maximum Age Limitations. Reenlistment is not normally approved for a period which will result in serving past the last day of the month in which the applicant will attain age 55, except where the staff noncommissioned officer has not or will not become eligible for transfer to the Fleet Marine Corps Reserve before attaining age 55. CMC (MMEA-6) will consider exceptions to the age limit where the following situations exist:

a. The Marine Corps has a critical requirement for the grade and MOS of the Marine concerned.

b. Humanitarian conditions exist. In this instance, short-term extensions may be justified.

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12. Sergeant Major of the Marine Corps. The Sergeant Major selected to serve as Sergeant Major of the Marine Corps may reenlist to have sufficient active obligated service to permit completion of a minimum two-year tour in that office. Service limits do not apply to the Sergeant Major of the Marine Corps.

13. Marine Band. Service limits do not apply to members of the United States Marine Band.

14. Denial of Further Service

a. Only CMC (MMEA-6) will deny further service to career or first term Marines, with the exception of non-waiverable prerequisites. Before a "no further service" decision is made on a Marine, his/her complete record is screened by numerous staff non-commissioned officers and officers within MMEA with a final determination of service being made at the Deputy Branch Head or Branch Head (MMEA) level. A Marine denied further service will usually be authorized an extension of up to three months to allow for transition time.

b. Per reference (h), the CMC (MMEA-6) will make a separation pay determination on each career Marine who is denied further service. Involuntary separation pay is intended to assist Marines who are denied further service in making the transition to civilian life. Appendix E contains the criteria used to determine the level of involuntary separation pay for which the Marine is eligible (i.e. full, half, or zero).

c. CMC (MMEA-6) will assign a reenlistment code to each Marine who is denied further service. Appendix D contains the reenlistment codes.

15. Reconsideration. CMC (MMEA-6) will reconsider any decision. Requests for reconsideration must be endorsed by the Marine's commanding general. An endorsement from the next higher commander and amplifying information not presented in the initial request are also required.

16. Reenlistment Ceremony. Reenlistment is a major event in the career of an enlisted Marine. An appropriate, meaningful ceremony should be held. Every attempt should be made to honor the Marine's desire regarding the time and location of the ceremony; family, special guests, and fellow Marines to be invited. The following procedures are considered appropriate:

a. Recommended Sequence of Events

(1) The Marine should be discharged by reading the Discharge Certificate for Marines who are past their End of Obligated Service. As a right of observance only, Marines may be given the opportunity to speak as a civilian.

(2) A commissioned officer or chief warrant officer 2 or above in a regular, reserve, or retired status of the U. S. Armed Forces must administer the oath of enlistment.

(3) The Reenlistment Certificate (Figure 6-5) will then be read acknowledging the Marines acceptance for reenlistment.

b. The Career Planner should coordinate photographic coverage of the ceremony. Copies of the ceremony should be provided to the Marine and posted on a display for the unit to see. Press releases may be forwarded to station, hometown, and local newspapers.

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c. Local commanders should grant special liberty or Permissive Temporary Additional Duty (PTAD) as soon as possible following the reenlistment ceremony. PTAD will be granted at the commander's discretion per the local Commanding General's policy.



## Chapter 5

### Extensions of Enlistment

1. Voluntary Extensions of Enlistment. Voluntary extensions of enlistment are executed in monthly increments and are not approved for more than 23 months for each extension. Marines cannot exceed 48 months of extensions on each enlistment contract per reference (y). Extensions are intended to provide sufficient obligated active service to allow a Marine to serve a tour of specified length. They are not to be used in lieu of reenlistment but may be used in the following circumstances:

a. Local Command Authority.

(1) One month to await a response from HQMC on a submitted RELM request. This authority may only be used one time per contract. It may not be used if the extension carries a first-term Marine into a new fiscal year.

(2) Up to 12 months to meet minimum obligated service obligations requirements of MCO 1300.8, Marine Corps Personnel Assignment Policy, when Permanent Change-of-Station Orders (PCSO) are issued by the CMC to include: TAD/PCSO to SDA assignments.

(3) Up to three months following a fit for full duty determination. The three months is only authorized from the date that the determination is made, if needed.

b. Obligated service to participate in specific exercises, operations, or unit deployments.

(1) Career Marines. Career Marines requesting an extension to participate in an exercise, operation, or deployment will be submitted via the electronic processing system as an "Extension" and the Career Planner will annotate the exercise, operation, or deployment the Marine will be participating in along with the EAS cut-off date.

(2) Request for Tour II Extensions. Tour II extensions allow First Term Marines to extend for the sole purpose of having obligated service to complete a unit deployment. Tour II extensions for First-Term Marines will be requested in the following manner:

(a) Only CMC (MMEA) may authorize First-Term Marines an extension beyond their current Fiscal Year (FY). These will be submitted via the automated retention system as an "Extension For Deployment" and the Career Planner will annotate the exercise, operation, or deployment the Marine will be participating in along with the EAS cut-off date.

(b) First-Term Marines extending within their FY for unit deployment may be approved by the Marine's Commanding General. A list of Marines approved by the CG will be forwarded to MMEA-12 via Naval Message.

c. To gain sufficient obligated service to qualify for a specific assignment or for valid humanitarian circumstances.

d. To qualify for reenlistment/transition.

e. To qualify for transfer to the Fleet Marine Corps Reserve (FMCR) or for retirement.

(1) Request for transfer to FMCR must be submitted not less than four months and not more than 14 months from planned retirement date. Marines must submit their request to CMC (MMSR), per reference (h). It is highly encouraged to submit requests for transfer to FMCR at least 4 months from EAS to allow for sufficient time for MMSR process their request.

(2) Requests for cancellation of transfer to the FMCR will be submitted to the CMC (MMSR-2) per reference (h). Cancellation requests are unconditional and must include a statement from the Marine, agreeing to extend the enlistment for an appropriate service obligation, of no less than two years from the date the request for cancellation is approved. The Marine must also agree not to submit a request for transfer to the FMCR during that period, except for reasons of hardship or approaching service limits. A Marine will not be authorized service beyond ECFC service limits to meet a cancellation obligation.

f. A Marine may request an extension of enlistment if the Marine, or a Marine's spouse, is pregnant in order to receive medical benefits. To qualify for this extension, the Marine's service must have been satisfactory and the expected delivery date must be after the Marine's EAS.

g. A Marine who has been assigned and successfully completed in/out patient or resident treatment of the Substance Abuse Program may request an extension to allow up to a 12 month observation period for performance and conduct. The observation period begins on the date the Marine completes treatment.

h. A Marine on a National Call to Service contract is limited to submitting for a 24 month extension per reference (e) if desiring to remain on active duty.

i. To become eligible for reenlistment following a Permanent Limited Duty (PLD) status or to submit a request for retention in an Expanded PLD status per reference (o).

j. Obligated Service for Promotion. Marines selected for promotion to Gunnery Sergeant or above who have completed at least 18 years of service, may request an extension to meet minimum obligated service requirements for promotion per reference (z).

k. Telephonic Extensions.

(1) The Career Planner may request a telephonic extension from CMC (MMEA-6) while awaiting a response from HQMC on a submitted retention request.

(2) Marines 10 days or less remaining on contract and who desire to submit for reenlistment may be granted an extension. The Career Planning SNCOIC must make liaison with HQMC (MMEA-6) for authorization.

2. Cancellation of Voluntary Extension Agreement. Cancellation of voluntary extension of enlistment is not authorized on or after the effective date. Marines currently serving on an extension may only be separated by a discharge or a transfer to the FMCR. Requests for separation of a Marine due to an erroneous extension of enlistment which is in effect must be submitted to CMC (MMSR) per reference (h).

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a. Commands may submit a request to CMC (MMEA-6) for cancellation of an extension of enlistment before its effective date under the following circumstances:

(1) When the Marine's performance of duty so warrants. In this instance, assignment of reenlistment eligibility code RE-4 or RE-4B is required.

(2) When the Marine's physical condition so warrants. This includes assignment to weight control or limited duty.

(3) When a Marine is declared a deserter.

(4) When a Marine extends to attend a service school and is dropped from the course because of a failure to maintain satisfactory progress.

(5) When a Marine, by their actions, become unqualified for any incentive granted in conjunction with the extension.

b. Submit to CMC (MMEA-6) for final determination of all requests to cancel extensions of enlistment, which are based on circumstances not fully covered by this chapter, prior to the effective date.

c. When canceling the agreement to extend enlistment before the effective date, write the word "canceled" and state the reason for canceling the extension on the NAVMC 321A. Place the canceled extension agreement on the document side of the SRB. Report the cancellation on the unit diary per reference (aa).

d. Cancellation of an extension agreement does not bar the Marine from executing another extension agreement, provided the individual is eligible.

3. Involuntary Extensions of Enlistment. Administrative procedures for reporting involuntary extensions are found in reference (aa). Involuntary contract extensions may include the following:

a. Marines Undergoing Medical Treatment

(1) Marines on active duty, who are hospitalized or in need of medical care as a result of disease or injury incurred in the line-of-duty and not caused by misconduct, will, with their consent, be retained on active duty beyond the date of EAS until they are able to meet the physical requirements for release from active duty, discharge, reenlistment, or until it is determined recovery to such an extent is impossible, whichever is earlier. Consent may be assumed for retention in the service beyond the EAS in cases of mental incompetence or physical incapacity. Further retention may be authorized in meritorious cases upon proper recommendation accompanied by supporting facts. The EAS of a Marine retained on active duty for medical reasons is changed to Convenience of the Government, Medical, if the medical problem has not been resolved prior to the Marine's EAS. Report the change of EAS on the unit diary per reference (aa).

(2) Marines on active duty, whose period of active duty expires while under treatment for disease or injury incurred not in the line-of-duty or which is the result of their own misconduct, may not be extended under these provisions. Such cases should be brought before a medical board for recommendation as to disposition at a time that permits action to be taken before EAS. If a medical board determines the Marine is not physically fit for service or reenlistment and if the report of the medical board is approved by the appropriate authority, the Marine is normally separated for disability immediately rather than at EAS.

(3) If CMC (MMSR-4) finds a Marine physically fit for duty while serving voluntarily for medical treatment, the Marine may be extended for a period of three months effective on the date he/she is found physically fit (provided the total months of voluntary extensions does not exceed 48 months). This will provide sufficient time for a request for additional service or for the CMC to process the Marine for transfer to the FMCR or retirement. If the total voluntary extensions exceed 48 months, report that fact to CMC (MMEA-6) by message and request instructions.

b. Legal hold. When a Marine is required to remain beyond his/her EAS in order to serve as a witness for a Court Martial or to be tried by Court Martial. Involuntary extensions as a result of Convenience of the Government, legal hold, will be run by the administrative section. In this situation the EAS of the Marine is normally set to "99999999". Once the Marine is removed from legal hold, the local administrative section will give the Marine an EAS to allow sufficient time to process out or submit for reenlistment.

c. Stop Loss. The implementation of stop loss stabilizes the Marine Corps by keeping Marines in their current assignment, on a temporary basis, by preventing them from leaving the Corps at the end of their service. Stop loss normally occurs during times of war or when extreme operational tempos dictate specific manpower needs that cannot be met with normal rotation of personnel. Stop loss may pertain to any MOS. If a stop loss is implemented, specific guidelines will be released. Stop Loss must be approved by the Secretary of the Navy. Extensions as a result of stop loss will be completed by administrative personnel, not the Career Planner.

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## Chapter 6

Administrative Procedures

1. Working Files. These consist of Career Planning Contact Records and Individual Case Files (ICF).

a. Career Planning Contact Record

(1) The Career Planner will create a Career Planning Contact Record (1133) (NAVMC 10213) (Figure 6-1) on all enlisted Marines prior to the first required interview.

(2) Properly executed, the Career Planning Contact Record provides a chronological record of the Marine's basic qualification for reenlistment; the CO's reenlistment recommendation; the Career Planner's evaluation of the Marine; the Marine's specific reason(s) for not reenlisting; and the assigned reenlistment eligibility code (RE-code) if the Marine separates.

(3) Preparation

(a) Part I - Personal Data. Do not complete the career planning contact record on personnel awaiting discharge for disciplinary or administrative (misconduct, unsuitability, etc.) reasons, or on those in confinement or long-term hospitalization.

(b) Part II - Initial Interview. The Career Planner accomplishes this part of the contact record by documenting the contents of the discussion with the Marine. The topics to cover will depend on the unique interests of the Marine, the retention policies and how they affect the Marine, and career enhancing programs.

(c) Part III - A - Career Planner FTAP Interview. The Career Planner accomplishes this part of the contact record by documenting the contents of the discussion with the Marine. This should include the Marine's qualifications for retention and any career goals.

(d) Part III - B - CO FTAP Interview. The Commanding Officer accomplishes this part of the contact record by documenting the contents of the discussion with the Marine. Comments should include a recommendation for retention.

(e) Part IV - Career Interview. The Career Planner accomplishes this part of the contact record by documenting the contents of the discussion with the Marine. This should include the Marine's qualifications for retention and any career goals.

(f) Part V - National Call to Service (NCS) Interview. The Career Planner accomplishes this part of the contact record by documenting the contents of the discussion with the Marine. This should include the NCS Marine's intent to continue service in either the active or reserve component. NCS Protocol outlined in reference (e). If the Marine desires continued service on Active Duty, he/she may request an extension for 24 months and compete for a boatspace in the fiscal year of his/her new EAS.

(g) Part VI - EAS Interview. Complete this part of the contact record during the Marine's EAS interview or prior to transfer to a command designated to

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process the Marine for separation or discharge. After completing the EAS interview, the Career Planner will make a specific recommendation to the commanding officer regarding the reenlistment eligibility code to be assigned to the Marine upon separation (Appendix D). Record the reenlistment eligibility code assigned by the Commanding Officer.

(h) Part VII - Unscheduled Interview. Complete this part of the contact record during any interviews that are not required.

(4) Career planning contact records will be maintained in three separate binders.

(a) Open Binder. This binder will contain all open contact records that are not located in the working binder. Once a contact record has been initiated it is considered open.

(b) Working Binder. The working binder will be separated into sections for each of the different type interviews. A six-part folder is recommended.

1. Print a copy of required interviews previously identified and place the list in working binder according to the interview type.

2. Pull the Career Planning Contact Records from the open binder on all Marines identified as requiring an interview and place them in the working binder under the corresponding interview section.

3. Contact records will remain in the working binder until the required interview has been completed, at which time it will be moved back to the open binder.

(c) Closed Binder. Contact records will be closed when the Marine detaches, separates or reenlists. Once the contact record is closed, move to closed binder. Closed binders will be maintained by FY, based on date the Contact Record is closed.

(d) Contact Record binders will be maintained for the current FY (including those in the open binder) and 2 previous fiscal years then destroyed per reference (ab) SSIC 1040.2.

b. Individual Case Files (ICF). An ICF will be created for all retention related requests. ICFs are maintained in the following six sections filed alphabetically:

(1) Routing. Used to track a RELM request as it is routed through the chain of command. An ICF will be opened/started with the Marine receiving the RELM request. The RELM request will not have the last page when first given to Marine. Once Marine has completed routing through Company/Battery/section, the Marine will return the RELM request to the Career Planner for further processing to BN/SQD CO. The Career Planner will track the request and follow-up with the Marine after two weeks if the RELM has not been returned.

(2) Pending. Used once the RELM request has been routed through command and submitted to HQMC.

(3) Approved/Disapproved. Used once approval/disapproval is received from HQMC. The ICF will remain in this section until the Marine executes the authority or accepts disapproval and RELM has been acknowledged. Disapprovals will move to

closed section after acknowledging and no further action is required.

(4) Admin. Once RELM approval has been executed and is pending the following action: UD entry, SRB paid, OPFOR paid, PMOS/IMOS ran, orders issued, etc.

(5) SDA. Once a Marine receives orders to SDA, the ICF will be filed monthly based on when recertification is due.

(6) Closed. Files will be moved to this section once everything has been completed. SDAs will be moved upon checkout.

c. RELM Tracker. The RELM Tracker is used once an ICF has been initiated and will be maintained by updating the status of all RELM requests/ICFs.

d. Disposition. ICFs will be maintained for current fiscal year plus 2 previous fiscal years and then destroyed per reference (ab) SSIC 1040.2.

2. Submission of Requests. Forward completed requests for reenlistment or extensions of Regular Marines to CMC (MMEA-6) via the electronic processing system. The Career Planner must ensure that Marines meet the reenlistment prerequisites contained in Chapter 4 of this manual prior to submission of the request. Career Planners will also ensure that Commanding Officers sight and sign all RELM responses from CMC (MMEA-6).

a. Electronic Processing System. An electronic processing system (Total Force Retention System) provides automated support for the Marine Corps enlisted career development and retention programs. Authorized users submit Reenlistment, Extension, and Lateral Move (RELM) requests and receive responses via secured access through the Internet.

(1) Information is derived directly from the Marine Corps Total Force System (MCTFS) and may not be current due to delayed unit diary reporting.

(2) The remarks section is provided so that the Career Planner may correspond with MMEA and add pertinent information relative to each request. The entries made in the comments block become an official entry on an official document. Required entries include:

(a) Career Planner's; Rank, Name, Phone number, and Email address..

(b) If the Marine is deployed, the Career Planner must state this in the comments and ensure that the PFT code "9" has been entered in the system.

(c) If the Marine is pregnant, the Career Planner must state this in the comments and ensure the PFT code "5" has been entered in the system.

(d) Identify SRBP eligibility by zone if applicable. This is especially important in the case of Marines with prior service.

(e) Identify waiver of reenlistment prerequisites. Information required for waiver consideration will be scanned and attached to the RELM.

(f) Annotate all previous RELM requests and the Marine's decisions within the past 12 months. If no previous requests have been submitted, enter "No previous requests".

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(g) Any additional pertinent information not covered by specific instructions.

(3) Required Documentation. The following documents are required attachments to retention requests. On a case by case basis additional items may be required. All documents attached to RELM requests will be in Adobe Acrobat format. Attachments include:

(a) A certified copy of the PFT/CFT tally sheet, if the Marine's most recent scores are not in MCTFS. This only applies to those Marines who have taken the PFT/CFT within 30 days of RELM submission.

(b) Copy of the Marine's page 3, 11, and 12, to include the page 13 and UPB in the case of jeopardy. In a case where the source document is missing the Marine will provide a statement about the event and an endorsement from the CO stating all means have been exhausted in trying to locate the UPB, Pg 11/12's etc.

(c) Statement of Service (Figure 6-4) is required for all Prior Service and other Service Marines.

(d) Web Orders for those Marines seeking early reenlistment for PCSO.

(e) Letters and Endorsements for those individuals who require additional screening or General Officer recommendations.

(f) When a Marine is requesting determination for receipt of separations pay the Career Planner must provide a copy of Appendix E.

b. Special Instructions

(1) Host commands shall provide support for deployed units. EG: internet access, phone support, etc.

(2) Contact CMC (MMEA-6) for the current processing system web site address. New users are required to contact the MSC SNCOIC for access to the system.

(3) Access is controlled by CMC (MMEA-6).

(4) The Career Planner is required to thoroughly screen each Marine prior to creating a RELM. Screening consists of appropriate interviews, reviewing the Service Record Book (SRB), MCTFS, MMSB, and all personal information. Proper screening ensures the Marine meets reenlistment prerequisites. Contact SNCOIC to request modification of a RELM.

(5) The reference number on the answered RELM is the authority to be entered on the DD Form 4 or NAVMC 321a.

(6) The Career Planning SNCOIC and the Unit Career Planner have the ability to track a RELM that has been submitted for their respective command. In a situation where time becomes a detrimental factor for a particular RELM, the Unit Career Planner should contact their Career Planner SNCOIC so they may contact the appropriate Liaison for assistance.

(7) When to acknowledge a RELM Authority: Acknowledge a RELM for reenlistment ONLY after the Marine executes the authority. The reenlistment date must be entered when accepting the authority. A RELM Authority, which has exceeded



the no later than (NLT) date is no longer valid and will be revoked. However, if the Marine did reenlist, the Career Planning SNCOIC must contact MMEA-6 to correct the RELM. If the Marine declines to reenlist or extend the Career Planner will enter the date and reason the Marine declined the Authority.

(8) All RELM responses require one of the following actions:

(a) All RELMs that are approved and require an Enlistment/Reenlistment contract must have the following signed documents attached, as applicable:

1. DD Form 4.
2. Statement of Understanding.
3. SRBP/BSSRB Checklist.
4. SRBP/BSSRB Worksheet.
5. NAVMC 321A.

(a) Approved for extension: Acknowledge the RELM once extension is executed or the reason Marine declined authority. (Date entry is required)

(b) Approved for reenlistment: Acknowledge the RELM once reenlistment is executed or the reason Marine declined authority. (Date entry is required)

(c) Approved for Lateral Move without time: Acknowledge the RELM in accordance with the authority when the Marine commits to the lateral move or the reason Marine declined authority. (Date entry is required)

(d) Approved RELM for a Combat Wounded Marine: Acknowledge the RELM once reenlistment is executed and attach a copy of the Expanded Permanent Limited Duty (PLD) letter signed by the Marine, or the reason Marine declined authority. (Date entry is required)

(e) Disapproved RELM: The Career Planner will acknowledge the disapproved RELM in order to complete the process. Once acknowledged the request will be archived and a subsequent RELM may then be submitted for the same Marine.

(f) Revoked RELM: Inform the Marine and CO of the revocation, and acknowledge the RELM.

3. Enlistment/Reenlistment Document Armed Forces of the United States (DD Form 4) (Oct 2007). Complete DD Form 4 before the reenlistment ceremony according to the instructions contained in reference (ac). Those requirements not listed in the reference are identified below:

a. Section B - Agreements

(1) Item 8

(a) Immediately following the words "I am," "X" out the word "enlisting." In the space provided, enter Marine Corps or Marine Corps Reserve, as required, followed by the total contract period. This entry will be the Arabic numeral which represents the years and the Arabic numeral and word "months" for which reenlisting. Example: "4" and "8 months". "X" out the word "weeks." If there are no months to account for, enter "0" and DO NOT "X" out the word "weeks."

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If the new contract will take the Marine past their Military Service Obligation period then enter "0" in the Reserve Component portion.

(b) Enter in the space provided, the pay grade in which reenlisting.  
Example: E-7.

(c) Next enter the period of Active Duty Obligation. This entry will be the Arabic numeral which represents the period of years and Arabic numeral and word "months" for which the Marine will be serving on active duty. Example: "4" and "8 months". "X" out the word "weeks." If there are no months to account for, enter "0" and DO NOT "X" out the word "weeks." If the new contract will take the Marine past their Military Service Obligation, enter "0" in the Reserve Component portion. If the Marine is serving a Reserve contract only then do not complete the Active Duty Obligation.

(d) Then enter the period of Reserve Component. This entry will be the Arabic numeral which represents the period of years and Arabic numeral and word "months" for which the Marine will be serving in the reserve component.

Example: "4" and "8 months". "X" out the word "weeks." If there are no months to account for, enter "0" and DO NOT "X" out the word "weeks." This ONLY applies to those Marines with additional Obligated Service based on their initial 8 year Military Service Obligation. If the Marine is serving a Reserve contract only then do not complete the active duty portion.

(e) In the last sentence, "X" out the word "enlistment" and in the space provided for annex(es), enter "None" in the case of all immediate reenlistments.

Example of Active Duty Contract:

I am enlisting/reenlisting in the United States (list branch of service) MARINE CORPS this date for 4 years and 8 MONTH(S) ~~weeks~~ beginning in pay grade E5 of which 4 years and 8 MONTH(S) ~~weeks~~ is considered an Active Duty Obligation, and 0 years and 0 weeks will be served in the Reserve Component of the Service in which I have enlisted. If this is an initial enlistment, I must serve a total of eight (8) years, unless I am sooner discharged or otherwise extended by the appropriate authority. This eight year service requirement is called the Military Service Obligation. The additional details of my enlistment/reenlistment are in Section C and Annex(es) (list name of Annex(es) and describe)  
None

Example of Reserve Contract:

I am enlisting/reenlisting in the United States (list branch of service) MARINE CORPS RESERVE this date for 4 years and 8 MONTH(S) ~~weeks~~ beginning in pay grade E5 of which 0 years and 0 weeks is considered an Active Duty Obligation, and 4 years and 8 MONTH(S) ~~weeks~~ will be served in the Reserve Component of the Service in which I have enlisted. If this is an initial enlistment, I must serve a total of eight (8) years, unless I am sooner discharged or otherwise extended by the appropriate authority. This eight year service requirement is called the Military Service Obligation. The additional details of my enlistment/reenlistment Section C and Annex(es) (list name of Annex(es) and describe)  
None

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(2) Item 8b: Remarks

(a) Authority for Reenlistment. The full reference number given by HQMC will be entered. Example: "TFRS-7GC9XT"

(b) Type "(Date)". Articles of UCMJ explained to me this date as required by Article 137, UCMJ".

(c) Also, the following statement is required: "I have been briefed and understand MarAdmin 259/02, Homosexual Conduct Policy."

(d) Marines eligible for the Selective Reenlistment Bonus Program (SRBP) or the Broken Service Selective Reenlistment Bonus Program (BSSRB) must have the following data included:

(1) Bonus Eligibility Zone. Example: Zone A SRBP or Zone D BSSRB.

(2) SRBP or BSSRB amount. This will be in a currency format. Example: \$25,000.

(3) Bonus Control Number (BCN). This is a number provided in the reenlistment authority received from HQMC.

(e) For reenlistments that receive a guaranteed duty station incentive, type the duty station MCC. Example: "DUSTA: MCC 121."

(f) For reenlistments where LSL entitlement is involved, and provided the Marine does not elect payment of LSL, enter the following statement to substantiate the non election of the LSL payment: "I do not desire payment of my lump-sum leave."

(g) For reenlistment where the Marine has an advance leave balance; the advance leave balance is 30 days or less; the Marine does not elect to convert the advance leave balance to excess leave; and the Marine elects to carry forward the advance leave balance to the new period of service; enter the following statement to substantiate the carry forward to the new period of service: "I elect to carry my entire advance leave balance forward to my new period of service."

(h) For reenlistments where lateral movement is involved, type the following statement: "I understand that this reenlistment contract is contingent upon successful completion of the training requirements for MOS \_\_\_\_\_. Should I fail to complete the training requirements for MOS \_\_\_\_\_, I may be reverted to my previous MOS or separated from the Marine Corps."

(i) For reenlistment where a Marine has been granted a restricted contract for further observation, type the following statement: "I understand that this contract is for further observation of my performance and conduct and that I may not submit for retention until I am within 90 days of expiration of the original FFO. However, if an extension is granted and has taken effect, I will be required to submit as a standard reenlistment. I also understand that further misconduct may result in separation and/or denial of further service in the Marine Corps."

4. Agreement to Extend Enlistment (1133) (NAVMC 321A)

a. The Agreement to Extend Enlistment (1133) (NAVMC 321A) is the basic document used to effect voluntary extensions of enlistment or induction.

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b. Complete the agreement before or on the expiration date of enlistment or induction, except when the Marine is serving on an involuntary extension.

c. Ensure that the extension is reported to unit diary, per reference (aa).

d. If this is the first extension to a contract the Career Planner will provide the Marine the opportunity to make an election of whether or not to receive payment of lump sum leave.

(1) On the extension of enlistment, the Marine must elect whether to receive payment of Lump-Sum Leave (LSL).

(a) Career Planner Responsibilities. If the extension becomes effective within 30 days and the Marine desires not to sell back leave, the Career Planner will include the statement, "I Do Not desire payment of my lump sum leave", to Item 12.

(b) Local Administrative Section Responsibilities. The local administrative section will finalize the document with the Marine's election of payment of lump sum leave in the case that a Marine signs an extension agreement more than 30 days from its effective date.

e. Marines should be advised that advance leave not carried forward is charged as excess leave and results in a pay account deduction.

f. Detailed Instructions. Prepare the document in duplicate. Both the original and the duplicate must bear original signatures.

(1) Item 1. Enter the Marine's full last, first and middle name in capital letters.

(2) Item 2. Enter the Marine's abbreviated grade (SSGT, GYSGT, etc.) per reference (d).

(3) Item 3. Enter the nine-digit SSN of the individual.

(4) Item 4. Place an "X" in the appropriate block.

(5) Item 5. Enter the date when the current enlistment commenced and show its term both by word and figure.

(6) Item 6. Enter the date when the current extension of enlistment commenced and show its term both by word and figure. Use this date only if the Marine is currently serving on a voluntary extension of enlistment.

(7) Item 7. Place a check in the appropriate box and enter the expiration date of the current enlistment or extension, as appropriate.

(8) Item 8. Enter, by word, the number of days lost during the current enlistment or extension that must be made up prior to executing this extension. Enter "ZERO" if there are none.

(9) Item 9. Enter the date when this extension will take effect. This is usually the next day after the current EAS.

(10) Item 10. Enter, by word and figure, the length of this extension.

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(11) Item 11. Enter, by word, the number of this extension; i.e. FIRST, SECOND, THIRD, etc. Involuntary extensions are not considered for this entry, nor are canceled extensions.

(12) Item 12. Enter, in specific terms, the reason for the extension and by what authority. Do not enter the word "None". The following are examples of appropriate entries: MCO 1040.31, Chap 4, Para 19b(1), AUTH#\_ \_ \_ \_ \_ , or NAVMG DTG \_ \_ \_ \_ \_ .

To deploy with unit  
 To extend for reason of pregnancy  
 To process RELM Request  
 For assignment to MCC, XXX  
 To extend by reason of pregnant wife  
 For assignment to the Basic Electronics Course  
 To qualify for reenlistment  
 For retraining in MOS XXXX

(13) Items 13 through 15. These items are to be read and explained to the individual as needed.

(14) Item 16. Marines extending must sign their full name (first, middle, and last). Both the original and duplicate forms must show original signatures.

(15) Item 17. The date will be entered appropriately in all capital letters and spelling out the full month and full 4-digit year format. Also, the Marine will execute the agreement before an active, reserve or retired commissioned officer (CWO-2 or above) of any component of the Armed Forces of the United States. Both the original and duplicate will bear the original signature of the officer. Enter organization and station of the officer as follows: HMH-461, MCAS, New River, NC.

(16) Item 18. This portion is where the service representative who completed the form will put their information and sign it attesting to its accuracy.

g. Disposition of the Completed NAVMC 321A. The original is filed in the SRB on top of the enlistment contract and the duplicate forwarded to the CMC (MMSB-20). A completed copy will be kept in the Marine's individual case folder.

5. USMC Certificate of Reenlistment (NAVMC 8064). This form can be ordered via the official supply stock using SN: 0109-LF-986-8600. A copy of this blank form is provided in Figure 6-5.

a. Present the United States Marine Corps Certificate of Reenlistment to all Marines who reenlist in the U.S. Marine Corps on the date the Marine is administered the oath of reenlistment at an appropriate ceremony.

b. Completion of the Reenlistment Certificate

(1) Marine Information. Where possible, provide distinctive lettering. Commands not having this capability should use a standard typewriter. On the line provided, the Marine's Rank, First Name, Middle Initial, and Last Name (including generational designation, as required) will be centered and typed in all capital letters, as shown in the examples below:

STAFF SERGEANT JOHN A. MARINE  
 GUNNERY SERGEANT JOHN A. MARINE JR.

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(2) Date. On the lines provided, type the date presented using all capital letters.

(a) The number of the day will be in ordinal format. IE: **1ST, 2ND, 3RD**, etc.

(b) The month will be spelled out. IE: **JANUARY, FEBRUARY**, etc.

(c) The year will be in 4-digit format. IE: **2007, 2008**, etc.

(d) Signature. On the line provided, type the Commanding Officer's Name, Rank and branch of service as shown below. It is at the discretion of the Commanding Officer which format is used.

**JOHN A. STONE, LTCOL, USMC**

c. Requisition the Certificate of Reenlistment, NAVMC 8064, PCN 104 01208700, from serve mart.

6. Honorable Discharge Certificate (DD FORM 256 MC). Present the Honorable Discharge Certificate on the date the Marine is administered the oath of enlistment per reference (h). Refer to reference (h) for instructions on completing the certificate. NOTE: This certificate is only awarded after Expiration of Obligated Service (EOS).

7. Spouse/Family Member Certificate of Appreciation. At the discretion of the individual Marine, prepare the form and present to the Marine's spouse or other family member during the reenlistment ceremony.

8. Statement of Service (NAVMC 11501)

a. The Statement of Service (NAVMC 11501) is the basic document used to validate and adjust a Marine's Armed Forces Active Duty Base Date.

b. Detailed Instructions. Prepare the document in cases where a Marine has broken service.

(1) Item 1. Enter the Marine's full last, first and middle initial using all capital letters.

(2) Item 2. Enter the Marine's abbreviated rank (SSgt, GySgt, etc.) per MCO 1070.12, IRAM.

(3) Item 3. Enter the Last four digits of the individual's SSN.

(4) Item 4. Place an "X" in the appropriate block marking the Marine's current military component. If other is selected then enter the abbreviation for the current component.

(5) Item 5. Enter all periods of service that the Marine has ever enlistment commenced and show its term both by word and figure. These entries will encompass the Branch of service, the dates from and to, the number of days lost during the contract (enter "ZERO" if there were none), active or inactive duty status, and the length of service in "YY MM DD" format.

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(6) Item 6. Marine must sign their name certifying the information provided is accurate and enter the date of the form using "YYYYMMDD" format.

(7) Item 7. The Preparer's name, rank, organization will be entered. Then the preparer will sign and date using "YYYYMMDD" format.

9. Reenlistment Extension Lateral Move (RELM) (NAVMC 11537)

a. General Instructions

(1) Preparation of this form may be completed in all capital letters.

(2) The preferred method of completion is by use of the electronic Forms produced by the HQMC Forms department. However, the form may be printed blank and filled in using black ink.

(3) Ensure all copies are legible. Use black ink for signatures and initials.

(4) The Career Planner will verify all entries and explain all applicable parts of the document to the Marine.

(5) Enter all dates in year, month, and day format. Dates will show the four digit year, the two digit month, and the day shown in two digits. For example: 19960704.

b. Detailed Instructions. The following preparation instructions apply to both the Marine Corps and Marine Corps Reserve.

(1) Item 1. Enter the Marine's abbreviated grade and rank (E6/SSgt, E7/GySgt, etc.).

(2) Item 2. Enter the Marine's full last, first and middle initial using all capital letters.

(3) Item 3. Enter the Last four digits of the individual's SSN.

(4) Item 4. Enter the Marine's PMOS.

(5) Item 5. Enter the Marine's current Date of Rank.

(6) Item 6. Enter the Marine's Armed Forces Active Duty Base Date.

(7) Item 7. Enter the Marine's Pay Entry Base Date.

(8) Item 8. Enter the Marine's End of Current Contract date.

(9) Item 9. Enter the Marine's End of Active Service date.

(10) Item 10. Enter the Marine's Date Current Tour Began date.

(11) Item 11. For Marines located overseas enter the Marine's Rotation Tour Date.

(12) Item 12. Enter the Fiscal Year of the Marine's EAS.

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- (13) Item 13. Enter the appropriate request type based on the Marine's desires.
- (14) Item 14. Enter the length of request, if applicable.
- (15) Item 15. Enter the Marine's category type, e.g., First Term or Careerist.
- (16) Item 16. Enter the Marine's current Source of Entry Code.
- (17) Item 17. Enter the Marine's current military organization.
- (18) Item 18. Enter the Marine's work telephone number.
- (19) Item 19. Enter the Marine's average, in-service conduct and proficiency marks. This will be done for all Corporals and below to include Sergeants with less than two years time in grade.
- (20) Item 20. Identify whether or not the Marine has any fitness report date gaps and the date this information was verified.
- (21) Item 21. Enter the appropriate test scores for the Marine if they are requesting lateral move.
- (22) Item 22. For a First Term Marine, enter the duty station options by entering the appropriate Monitored Command Code (MCC). This should be a unit in which the Marine is rated based on their PMOS.
- (23) Item 23. Enter the Marine's desired MOS choices for possible lateral move.
- (24) Item 24. Identify whether or not the Marine is a high school graduate. This will only apply to first term Marines.
- (25) Item 25. Identify any requests that have been submitted on the Marine within the last 12 months.
- (26) Item 26. Enter any Draw Case Codes and their descriptions for the Marine.
- (27) Item 27. Complete the portion of the UCMJ History using MCTFS Screen D119. This data will identify the type of conviction and the data. Items may need to be added manually to ensure accuracy.
- (28) Item 28. This section is used to determine SNM's eligibility to receive a Selective Reenlistment Eligibility Bonus. All previous bonus payments must be accounted for.
- (29) Item 29. Select whether or not the Marine's SDA request requires a waiver based on SNM having a tattoo.
- (30) Item 30. Select whether or not the Marine has broken service or prior service in any branch of the military.
- (31) Item 31. Enter the Marine's Active Duty Spouse information, if applicable.



(32) Item 32. Enter any remarks to accompany the information previously identified.

(33) Item 33. The Marine and the Career Planner will certify that the information provided is accurate.

(34) Item 34 - Command Screening

(a) Each identified command representative's name will entered in the appropriate blocks for screening and will certify the Marines qualifications and sign and date the document accordingly.

(b) The following blocks are identified as being appropriate for screening; Medical, Dental, Security (S-2), Training (S-3), Legal, and SACO.

(35) Item 35 - Command Recommendations. Each identified command representative will make appropriate recommendations and sign and date the document accordingly. Sections can be selected from a drop down menu on the electronic form or the title may be typed.

**CAREER PLANNING CONTACT RECORD (1133)**  
**NAVMC 10213 REV. 07-09 (EF) (Previous editions are obsolete).**  
FOUO - Privacy sensitive when filed in.

#### **PRIVACY ACT STATEMENT**

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

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**AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN).

**PRINCIPAL PURPOSE:** Information collected by this form will be used to determine that personnel meet the reenlistment, extension, lateral move eligibility requirements and to obtain command recommendations. The information collected on this form will be filed within a Privacy Act Systems of Records collection governed by Privacy Act System of Records Notice M01040-1 which can be downloaded at :  
<http://www.defenselink.mil/privacy/notices/usmc/M01040-1.shtml>.

**RETENTION AND SAFEGUARDS:** The collected information will be maintained in a database with restricted, limited access by personnel authorized to access this information. The database is protected by password, unique user IDs, and applicable layers of security access within applications. Records in this file system will only be retrieved by name and social security number. Disposition is pending (records are treated as permanent until the National Archives and Records Administration has approved the retention and disposition schedule).

**ROUTINE USES:** This form becomes part of Headquarters, U.S. Marine Corps permanent files within the Total Force Retention System (TFRS). All uses of this form are internal to the relevant service.

**DISCLOSURE:** Voluntary. However, failure to furnish personally identifiable information may negate the application.

Figure 6-1.--Career Planning Contact Record

**CAREER PLANNING CONTACT RECORD (1133)**  
NAVMC 10213 (REV. 07-09 (EF) (Previous editions are obsolete)  
FOUO - Privacy Sensitive when filled in.

INSTRUCTIONS: Forms will be completed in accordance with MCO 1040.31\_\_.

PART I - PERSONAL DATA											
NAME				SSN		GRADE		RANK		AFADBO (YYYYMMDD)	
ORGANIZATION						MCC		RUC		EAS (YYYYMMDD)	
PMOS		BMOS		<input type="checkbox"/> PSEP Marine <input type="checkbox"/> NCS Contract		DCTS (YYYYMMDD)		FISCAL YEAR		CATEGORY	
										<input type="checkbox"/> F / <input type="checkbox"/> C	
RTD (YYYYMMDD)											
PART II - INITIAL INTERVIEW (Conduct 26 - 24 Months before EAS)											
SUMMARY OF INTERVIEW											
CAREER PLANNER (Sign and Date)						MARINE (Sign and Date)					
PART III - FTAP INTERVIEW (Conduct 14 - 12 Months before ECC)											
A. CAREER PLANNER'S FTAP INTERVIEW											
SUMMARY OF INTERVIEW											
CAREER PLANNER (Sign and Date)						MARINE (Sign and Date)					
B. COMMANDING OFFICER'S FTAP INTERVIEW											
SUMMARY OF INTERVIEW											
										RECOMMENDED FOR REENLISTMENT: <input type="checkbox"/> YES <input type="checkbox"/> NO	
COMMANDING OFFICER (Sign and Date)						MARINE (Sign and Date)					
PART IV - CAREERIST INTERVIEW (Conduct 14 - 12 Months before EAS)											
SUMMARY OF INTERVIEW											
CAREER PLANNER (Sign and Date)						MARINE (Sign and Date)					

Contact Record Closed on: \_\_\_\_\_

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Adobe Designer 8.0

Figure 6-1.--Career Planning Contact Record (Continued)

NAVMC 10213 (Rev. 07-09) EF, Page 2

FOUO - Privacy Sensitive when filled in.

<b>PART V - NATIONAL CALL TO SERVICE INTERVIEW (Conduct 3 Months before EAS)</b>			
<b>SUMMARY OF INTERVIEW</b>			
_____ CAREER PLANNER (Sign and Date)		_____ MARINE (Sign and Date)	
<b>PART VI - EAS INTERVIEW: (Conduct 9 - 6 Months before EAS)</b>			
<b>A. CAREER PLANNER'S EAS INTERVIEW</b>			
<b>SUMMARY OF INTERVIEW</b>		<b>TYPE OF DISCHARGE</b>	<b>RECOMMENDED RE-CODE</b>
_____ CAREER PLANNER (Sign and Date)		_____ MARINE (Sign and Date)	
<b>B. COMMANDING OFFICER'S EAS INTERVIEW</b>			
<b>SUMMARY OF INTERVIEW</b>		<b>RECOMMENDED FOR REENLISTMENT:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
Based on SNM's character of service, SNM will receive the following Reenlistment Eligibility Code upon EAS: _____			
_____ COMMANDING OFFICER (Sign and Date)		_____ MARINE (Sign and Date)	
<b>PART VII - UNSCHEDULED INTERVIEWS</b>			
<b>SUMMARY OF INTERVIEW</b>			
_____ CAREER PLANNER (Sign and Date)		_____ MARINE (Sign and Date)	
<b>PART VII - UNSCHEDULED INTERVIEWS CONT'D</b>			
<b>SUMMARY OF INTERVIEW</b>		<b>SUMMARY OF INTERVIEW</b>	
_____ CAREER PLANNER (Sign and Date)	_____ MARINE (Sign and Date)	_____ CAREER PLANNER (Sign and Date)	_____ MARINE (Sign and Date)

Contact Record Closed on: \_\_\_\_\_ FOR OFFICIAL USE ONLY

Figure 6-1.--Career Planning Contact Record (Continued)

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<b>ENLISTMENT/REENLISTMENT DOCUMENT</b> <b>ARMED FORCES OF THE UNITED STATES</b> <b>PRIVACY ACT STATEMENT</b>					
<b>AUTHORITY:</b> 5 U.S.C. 3331; 10 U.S.C. 113, 136, 502, 504, 505, 506, 507, 508, 509, 510, 513, 515, 516, 518, 519, 972, 978, 2107, 2107a, 3253, 3258, 3262, 5540, 8252, 8253, 8257, 8258, 12102, 12103, 12104, 12105, 12106, 12107, 12108, 12301, 12302, 12304, 12305, 12405; 14 USC 351, 632; 32 U.S.C. 301, 302, 303, 304; and Executive Order 9397, November 1943 (SSN).					
<b>PRINCIPAL PURPOSE(S):</b> To record enlistment or reenlistment into the U.S. Armed Forces. This information becomes a part of the subject's military personnel records which are used to document promotion, reassignment, training, medical support, and other personnel management actions. The purpose of soliciting the SSN is for positive identification.					
<b>ROUTINE USE(S):</b> This form becomes a part of the Service's Enlisted Master File and Field Personnel File. All uses of the form are internal to the relevant Service.					
<b>DISCLOSURE:</b> Voluntary; however, failure to furnish personal identification information may negate the enlistment/reenlistment application.					
<b>A. ENLISTEE/REENLISTEE IDENTIFICATION DATA</b>					
1. NAME (Last, First, Middle)			2. SOCIAL SECURITY NUMBER		
3. HOME OF RECORD (Street, City, County, State, Country, ZIP Code)			4. PLACE OF ENLISTMENT/REENLISTMENT (Mil. Installation, City, State)		
5. DATE OF ENLISTMENT/REENLISTMENT (YYYYMMDD)		6. DATE OF BIRTH (YYYYMMDD)		7. PREV MIL SVC UPON ENL/REENIST	
				YEARS	MONTHS
				a. TOTAL ACTIVE MILITARY SERVICE	DAYS
				b. TOTAL INACTIVE MILITARY SERVICE	
<b>B. AGREEMENTS</b>					
8. I am <del>enlisting</del> reenlisting in the United States (list branch of service) <u>MARINE CORPS</u> this date for _____ years and _____ weeks beginning in pay grade _____ of which _____ years and _____ weeks is considered an Active Duty Obligation, and _____ years and _____ weeks will be served in the Reserve Component of the Service in which I have enlisted. If this is an initial enlistment, I must serve a total of eight (8) years, unless I am sooner discharged or otherwise extended by the appropriate authority. This eight year service requirement is called the Military Service Obligation. The additional details of my <del>enlistment</del> / reenlistment are in Section C and Annex(es) (list name of Annex(es) and describe) <div style="text-align: center;">None</div>					
<b><del>A. FOR ENLISTMENT IN A DELAYED ENTRY/ENLISTMENT PROGRAM (DEP):</del></b> <del>I understand that I am joining the DEP. I understand that by joining the DEP I am enlisting in the Ready Reserve component of the            United States (list branch of service) _____ for a period not to exceed 365 days, unless            this period of time is otherwise extended by the Secretary concerned. While in the DEP, I understand that I am in a nonpay status and that I am not            entitled to any benefits or privileges as a member of the Ready Reserve, to include, but not limited to medical care, liability insurance, death benefits,            education benefits, or disability retired pay if I incur a physical disability. I understand that the period of time while I am in the DEP is NOT creditable            for pay purposes upon entry into a pay status. However, I also understand that the period of time while I am in the DEP is counted toward fulfillment            of my military service obligation described in paragraph 10, below. While in the DEP, I understand that I must maintain my current qualifications and            keep my recruiter informed of any changes in my physical or dependency status, qualifications, and mailing address. I understand that I WILL be            ordered to active duty unless I report to the place shown in item 4 above by (list date (YYYYMMDD)) _____ for enlistment in the            Regular component of the United States (list branch of service) _____ for not less than _____ years            and _____ weeks.</del>					
<b><del>b. REMARKS: (If none, so state.)</del></b> <b>AUTHORITY:</b> <b>REENLISTED FOR THE FOLLOWING INCENTIVE(S):</b> <span style="float: right;">\$500,000. DUSTA: MCC \$\$\$.</span> <b>ENTER PROMOTION BONUS POINTS HERE.</b>  <b>ENTER LATMOVE OR IFO DATA HERE.</b>					
( ) ARTICLES OF UCMJ EXPLAINED TO ME THIS DATE AS REQUIRED BY ARTICLE 137, UCMJ. I HAVE BEEN BRIEFED AND UNDERSTAND MARADMIN 259/02, HOMOSEXUAL CONDUCT POLICY.					
<b>c. The agreements in this section and attached annex(es) are all the promises made to me by the Government. ANYTHING            ELSE ANYONE HAS PROMISED ME IS NOT VALID AND WILL NOT BE HONORED.</b> (Initials of Enlistee/Reenlistee) _____ (Continued on Page 2)					

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PREVIOUS EDITION IS OBSOLETE.

Figure 6-2.--Enlistment/Reenlistment Document Armed Forces of the United States

C. PARTIAL STATEMENT OF EXISTING UNITED STATES LAWS	
<p><b>9. FOR ALL ENLISTEES OR REENLISTEES:</b></p> <p>I understand that many laws, regulations, and military customs will govern my conduct and require me to do things under this agreement that a civilian does not have to do. I also understand that various laws, some of which are listed in this agreement, directly affect this enlistment/reenlistment agreement. Some examples of how existing laws may affect this agreement are explained in paragraphs 10 and 11. I understand that I cannot change these laws but that Congress may change these laws, or pass new laws, at any time that may affect this agreement, and that I will be subject to those laws and any changes they make to this agreement. I further understand that:</p> <p>a. My enlistment/reenlistment agreement is more than an employment agreement. It effects a change in status from civilian to military member of the Armed Forces. As a member of the Armed Forces of the United States, I will be:</p> <p>(1) Required to obey all lawful orders and perform all assigned duties.</p> <p>(2) Subject to separation during or at the end of my enlistment. If my behavior fails to meet acceptable military standards, I may be discharged and given a certificate for less than honorable service, which may hurt my future job opportunities and my claim for veteran's benefits.</p> <p>(3) Subject to the military justice system, which means, among other things, that I may be tried by military courts-martial.</p> <p>(4) Required upon order to serve in combat or other hazardous situations.</p> <p>(5) Entitled to receive pay, allowances, and other benefits as provided by law and regulation.</p> <p>b. Laws and regulations that govern military personnel may change without notice to me. Such changes may affect my status, pay, allowances, benefits, and responsibilities as a member of the Armed Forces REGARDLESS of the provisions of this enlistment/reenlistment document.</p> <p><b>10. MILITARY SERVICE OBLIGATION, SERVICE ON ACTIVE DUTY AND STOP-LOSS FOR ALL MEMBERS OF THE ACTIVE AND RESERVE COMPONENTS, INCLUDING THE NATIONAL GUARD.</b></p> <p>a. <b>FOR ALL ENLISTEES:</b> If this is my initial enlistment, I must serve a total of eight (8) years, unless I am sooner discharged or otherwise extended by the appropriate authority. This eight year service requirement is called the Military Service Obligation. Any part of that service not served on active duty must be served in the Reserve Component of the service in which I have enlisted. If this is a reenlistment, I must serve the number of years specified in this agreement, unless I am sooner discharged or otherwise extended by the appropriate authority. Some laws that affect when I may be ordered to serve on active duty, the length of my service on active duty, and the length of my service in the Reserve Component, even beyond the eight years of my Military Service Obligation, are discussed in the following paragraphs.</p> <p>b. I understand that I can be ordered to active duty at any time while I am a member of the DEP. In a time of war, my enlistment may be extended without my consent for the duration of the war and for six months after its end (10 U.S.C. 506, 12103(c)).</p> <p>c. As a member of a Reserve Component of an Armed Force, in time of war or of national emergency declared by the Congress, I may, without my consent, be ordered to serve on active duty, for the entire period of the war or emergency and for six (6) months after its end (10 U.S.C. 12301(a)). My enlistment may be extended during this period without my consent (10 U.S.C. 12103(c)).</p> <p>d. As a member of the Ready Reserve (to include Delayed Entry Program), in time of national emergency declared by the President, I may, without my consent, be ordered to serve on active duty, and my military service may be extended without my consent, for not more than 24 consecutive months (10 U.S.C. 12302). My enlistment may be extended during this period without my consent (see paragraph 10g).</p> <p>e. As a member of the Ready Reserve, I may, at any time and without my consent, be ordered to active duty to complete a total of 24 months of active duty, and my enlistment may be extended so I can complete the total of 24 months of active duty, if:</p> <p>(1) I am not assigned to, or participating unsatisfactorily in, a unit of the Ready Reserve; and</p> <p>(2) I have not met my Reserve obligation; and</p> <p>(3) I have not served on active duty for a total of 24 months (10 U.S.C. 12303).</p> <p>f. As a member of the Selected Reserve or as a member of the Individual Ready Reserve mobilization category, when the President determines that it is necessary to augment the active forces for any operational mission or for certain emergencies, I may, without my consent, be ordered to active duty for not more than 365 days (10 U.S.C. 12304). My enlistment may be extended during this period without my consent (see paragraph 10g).</p> <p>g. During any period members of a Reserve component are serving on active duty pursuant to an order to active duty under authority of 10 U.S.C. 12301, 12302, or 12304, the President may suspend any provision of law relating to my promotion, retirement, or separation from the Armed Forces if he or his designee determines I am essential to the national security of the United States. Such an action may result in an extension, without my consent, of the length of service specified in this agreement. Such an extension is often called a "stop-loss" extension (10 U.S.C. 12305).</p> <p>h. I may, without my consent, be ordered to perform additional active duty training for not more than 45 days if I have not fulfilled my military service obligation and fail in any year to perform the required training duty satisfactorily. If the failure occurs during the last year of my required membership in the Ready Reserves, my enlistment may be extended until I perform that additional duty, but not for more than six months (10 U.S.C. 10148).</p> <p><b>11. FOR ENLISTEES/REENLISTEES IN THE NAVY, MARINE CORPS, OR COAST GUARD:</b> I understand that if I am serving on a naval vessel in foreign waters, and my enlistment expires, I will be returned to the United States for discharge as soon as possible consistent with my desires. However, if essential to the public interest, I understand that I may be retained on active duty until the vessel returns to the United States. If I am retained under these circumstances, I understand I will be discharged not later than 30 days after my return to the United States; and, that except in time of war, I will be entitled to an increase in basic pay of 25 percent from the date my enlistment expires to the date of my discharge.</p> <p><b>12. FOR ALL MALE APPLICANTS:</b> Completion of this form constitutes registration with the Selective Service System in accordance with the Military Selective Service Act. Incident thereto the Department of Defense may transmit my name, permanent address, military address, Social Security Number, and birthdate to the Selective Service System for recording as evidence of the registration.</p>	
<p>(Initials of Enlistee/Reenlistee) _____</p>	

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Figure 6-2.--Enlistment/Reenlistment Document Armed Forces of the United States  
(Continued)

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NAME OF ENLISTEE/REENLISTEE (Last, First, Middle)		SOCIAL SECURITY NO. OF ENLISTEE/REENLISTEE	
<b>D. CERTIFICATION AND ACCEPTANCE</b>			
<p>13a. My acceptance for enlistment is based on the information I have given in my application for enlistment. If any of that information is false or incorrect, this enlistment may be voided or terminated administratively by the Government or I may be tried by a Federal, civilian, or military court and, if found guilty, may be punished.</p> <p>I certify that I have carefully read this document, including the partial statement of existing United States laws in Section C and how they may affect this agreement. Any questions I had were explained to my satisfaction. I fully understand that only those agreements in Section B and Section C of this document or recorded on the attached annex(es) will be honored. I also understand that any other promises or guarantees made to me by anyone that are not set forth in Section B or the attached annex(es) are not effective and will not be honored.</p>			
b. SIGNATURE OF ENLISTEE/REENLISTEE		c. DATE SIGNED (YYYYMMDD)	
<p><b>14. SERVICE REPRESENTATIVE CERTIFICATION</b></p> <p>a. On behalf of the United States (list branch of service) <u>MARINE CORPS</u>, I accept this applicant for enlistment. I have witnessed the signature in item 13b to this document. I certify that I have explained that only those agreements in Section B of this form and in the attached Annex(es) will be honored, and any other promises made by any person are not effective and will not be honored.</p>			
b. NAME (Last, First, Middle)	c. PAY GRADE	d. UNIT/COMMAND NAME	
e. SIGNATURE	f. DATE SIGNED (YYYYMMDD)	g. UNIT/COMMAND ADDRESS (City, State, ZIP Code)	
<b>E. CONFIRMATION OF ENLISTMENT OR REENLISTMENT</b>			
<p><b>15. IN THE ARMED FORCES EXCEPT THE NATIONAL GUARD (ARMY OR AIR):</b></p> <p>I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God.</p>			
<p><b>16. IN THE NATIONAL GUARD (ARMY OR AIR):</b></p> <p>I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the State of _____ against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the Governor of _____ and the orders of the officers appointed over me, according to law and regulations. So help me God.</p>			
<p><b>17. IN THE NATIONAL GUARD (ARMY OR AIR):</b></p> <p>I do hereby acknowledge to have voluntarily enlisted/reenlisted this _____ day of _____, _____ in the _____ National Guard and as a Reserve of the United States (list branch of service) _____ with membership in the _____ National Guard of the United States for a period of _____ years, _____ months, _____ days, under the conditions prescribed by law, unless sooner discharged by proper authority.</p>			
18.a. SIGNATURE OF ENLISTEE/REENLISTEE		b. DATE SIGNED (YYYYMMDD)	
<p><b>19. ENLISTMENT/REENLISTMENT OFFICER CERTIFICATION</b></p> <p>a. The above oath was administered, subscribed, and duly sworn to (or affirmed) before me this date.</p>			
b. NAME (Last, First, Middle)	c. PAY GRADE	d. UNIT/COMMAND NAME	
e. SIGNATURE	f. DATE SIGNED (YYYYMMDD)	g. UNIT/COMMAND ADDRESS (City, State, ZIP Code)	
(Initials of Enlistee/Reenlistee) _____			

DD FORM 4/2, OCT 2007

PREVIOUS EDITION IS OBSOLETE.

Figure 6-2.--Enlistment/Reenlistment Document Armed Forces of the United States (Continued)

08 SEP 2010

**AGREEMENT TO EXTEND ENLISTMENT**  
NAVMC 321A (REV. 08-10) (EF)

**PRIVACY ACT STATEMENT**

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

---

**AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN).

**PRINCIPAL PURPOSE:** Information collected by this form will be used to record extensions of enlistment into the U.S. Armed Forces. This information becomes a permanent part of the subject's military personnel records which are used to document promotion, reassignment, training, medical support, and other personnel management actions. The purpose of soliciting the SSN is for positive identification. The information collected on this form will be filed within a Privacy Act Systems of Records collection governed by Privacy Act System of Records Notice M01070-6 which can be downloaded at <http://www.defenselink.mil/privacy/notices/usmc/M01070-6.shtml>.

**RETENTION AND SAFEGUARDS:** The collected information will be maintained in a database with restricted, limited access by personnel authorized to access this information. The database is protected by password, unique user IDs, and applicable layers of security access within applications. Records in this file system will only be retrieved by name and/or social security number.

**ROUTINE USES:** This form becomes a permanent part of the Service Members's Enlisted Master File and Field Personnel File. All uses of this form are internal to the relevant service.

**DISCLOSURE:** Voluntary. However, failure to furnish personally identifiable information may negate the application.



08 SEP 2010

**AGREEMENT TO EXTEND ENLISTMENT**

NAVMC 321A (REV. 08-10) (EF)

FOUO - Privacy Sensitive when filled in.

1. NAME (Last, First, Middle)		2. GRADE PVT	3. SSN	4. COMPONENT <input type="checkbox"/> USMC <input type="checkbox"/> USMCR
5. CURRENT ENLISTMENT COMMENCED _____ FOR _____ MONTHS _____ MONTHS (Word) (Fig)		6. CURRENT EXTENSION COMMENCED _____ FOR _____ MONTHS _____ MONTHS (Word) (Fig)		7. CURRENT <input type="checkbox"/> ENLISTMENT EXPIRES <input type="checkbox"/> EXTENSION EXPIRES Date _____ FIRST (INDICATE, FIRST, SECOND)
8. TIME LOST TO BE MADE GOOD _____ DAYS	9. EFFECTIVE DATE THIS EXTENSION	10. TERM THIS EXTENSION _____ MONTHS _____ MONTHS (Word) (Fig)		11. VOLUNTARY EXTENSION OF CURRENT ENLISTMENT SECOND (Indicate, first, second)

12. Specific reason for extending: (Include CMC Auth/DTG or PAR/REF)

PURPOSE:

AUTHORITY:

13. (Applicable if individual is extending to attend a service school.) I understand that this extension of enlistment will not be canceled in the event I am dropped from the course due to my lack of application or misconduct on my part.

14. I understand that once this extension of enlistment has become effective it cannot be canceled for any reason. Also, I understand extension of enlistment normally count as additional obligated service for SRBP calculations.

15. I understand that under the terms of this extension agreement I will continue to be subject to all the provisions and obligations of my enlistment contract for the period of the extension.

16. I CERTIFY that to the best of my knowledge and belief I have no serious physical defects or illness.

SIGNATURE \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

17. Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D.  
(See Instructions for Items 17)

SIGNATURE OF ADMINISTERING OFFICER OFFICIAL: \_\_\_\_\_  
(if an officer of the Armed Forces, give rank and service)

ADMINISTERING OFFICER OFFICIAL PRINTED NAME: \_\_\_\_\_ RANK: \_\_\_\_\_

ORGANIZATION AND STATION: \_\_\_\_\_

18. Service Representative.

PREPARED BY: \_\_\_\_\_ RANK: PVT

ORGANIZATION AND STATION \_\_\_\_\_

SERVICE REPRESENTATIVE SIGNATURE \_\_\_\_\_

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Figure 6-3.--NAVMC 321a Agreement to Extend Enlistment (1133) (Continued)

08 SEP 2010

Statement of Service  
NAVMC 11501A (Rev. 04-09) (EF)  
FOUO - Privacy Sensitive when filled in.

#### PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

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**AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN).

**PRINCIPAL PURPOSE:** Information collected by this form will be used to validate and adjust a Marine's Armed Forces Active Duty Base Date. The information collected on this form will be filed within a Privacy Act Systems of Records collection governed by Privacy Act System of Records Notice MMN00013 which can be downloaded at :  
<http://www.defenselink.mil/privacy/notices/usmc/MMN00013.shtml>

**RETENTION AND SAFEGUARDS:** The collected information will be maintained in the Marine's Service Record Book and one copy will be forwarded to CMC (MMEA-8). This form will be filed in filing cabinets, on shelves and on tables in controlled access areas accessed by authorized personnel who are properly screened and cleared. All enlisted retention data is retained for three years, then destroyed.

**ROUTINE USES:** To various officials outside the Department of Defense specifically identified as a Routine Use in Privacy Act System of Records Notice **MMN00013** for the stated specific purpose in addition to those set out in the blanket routine uses established by the Department of Defense Privacy Office and posted at : <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

**DISCLOSURE:** Providing information on this form is mandatory.

<b>STATEMENT OF SERVICE</b> <b>NAVMC 11501A (Rev. 04-09) (EF)</b> <small>FOUO - Privacy sensitive when filled in.      This form will be used to calculate the Armed Forces Active Duty Base Date.</small>																																																					
1. NAME (Last, First, MI)			2. RANK		3. LAST 4 SSN																																																
4. CURRENT MILITARY COMPONENT <input type="checkbox"/> USMC <input type="checkbox"/> USMCR <input type="checkbox"/> OTHER _____																																																					
5. CHRONOLOGICAL PERIODS OF MILITARY SERVICE. <div style="text-align: center; margin-top: 10px;">             Each period of service must be listed (Contract to Contract) to include inactive, broken, and lost time.           </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">BRANCH OF SERVICE</th> <th style="width: 25%;">STATEMENT OF SERVICE FROM:</th> <th style="width: 25%;">TO:</th> <th style="width: 10%;">DAYS LOST</th> <th style="width: 10%;">ACTIVE/ INACTIVE</th> <th style="width: 15%;">LENGTH (YY MM DD)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;">             TOTAL ACTIVE USMC TIME: <input style="width: 100px;" type="text"/>              TOTAL ACTIVE ALL SERVICES: <input style="width: 100px;" type="text"/> </div>						BRANCH OF SERVICE	STATEMENT OF SERVICE FROM:	TO:	DAYS LOST	ACTIVE/ INACTIVE	LENGTH (YY MM DD)																																										
BRANCH OF SERVICE	STATEMENT OF SERVICE FROM:	TO:	DAYS LOST	ACTIVE/ INACTIVE	LENGTH (YY MM DD)																																																
6. MEMBER CERTIFICATION. I certify that to the best of my knowledge and belief that these periods of service are accurate.																																																					
6a. MEMBER SIGNATURE			6b. DATE SIGNED																																																		
7. SERVICE REPRESENTATIVE																																																					
7a. PREPARER NAME			7b. RANK	7c. ORGANIZATION AND STATION																																																	
7d. PREPARER SIGNATURE			7e. DATE SIGNED																																																		
<b>NOTES:</b> <ol style="list-style-type: none"> <li>Branch of Service will be equal to one of the following:               <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tbody> <tr> <td style="width: 50%;">USMC = United States Marine Corps</td> <td style="width: 50%;">USMCR = United States Marine Corps Reserve</td> </tr> <tr> <td>USA = United States Army</td> <td>USAR = United States Army Reserve</td> </tr> <tr> <td>USAF = United States Air Force</td> <td>USAFR = United States Air Force Reserve</td> </tr> <tr> <td>USANG = United States Army National Guard</td> <td>USCG = United States Coast Guard</td> </tr> <tr> <td>USN = United States Navy</td> <td>USNR = United States Navy Reserve</td> </tr> <tr> <td>NONE = Break in Service</td> <td> </td> </tr> </tbody> </table> </li> <li>Calculating the length uses the following format: 2 digit year, 2 digit month, and 2 digit day.</li> </ol>						USMC = United States Marine Corps	USMCR = United States Marine Corps Reserve	USA = United States Army	USAR = United States Army Reserve	USAF = United States Air Force	USAFR = United States Air Force Reserve	USANG = United States Army National Guard	USCG = United States Coast Guard	USN = United States Navy	USNR = United States Navy Reserve	NONE = Break in Service																																					
USMC = United States Marine Corps	USMCR = United States Marine Corps Reserve																																																				
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USAF = United States Air Force	USAFR = United States Air Force Reserve																																																				
USANG = United States Army National Guard	USCG = United States Coast Guard																																																				
USN = United States Navy	USNR = United States Navy Reserve																																																				
NONE = Break in Service																																																					

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Figure 6-4.—Statement of Service (Continued)

UNITED STATES MARINE CORPS

# Certificate of Reenlistment

BE IT KNOWN THAT

\_\_\_\_\_

has been accepted for reenlistment in the United States Marine Corps.

Your reenlistment reflects uncommon devotion and loyalty to your country and to the Corps.

It is this special kind of commitment that makes the Corps unique and respected

throughout the world. The Corps is proud to have you in its ranks.

Presented this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Commanding Officer



NAVMC 1040-31 Rev. 1-00  
SP-9106-17-750-1600

Figure 6-5.---Certificate of Reenlistment

6-24

Enclosure (1)

MCO 1040.31  
08 SEP 2010

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**Reenlistment Extension Lateral Move (RELM) Request**  
NAVMC 11537 (Rev. 04-09)  
FOUO - Privacy Sensitive when filled in.

**PRIVACY ACT STATEMENT**

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

---

**AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN).

**PRINCIPAL PURPOSE:** Information collected by this form will be used to determine that personnel meet the reenlistment, extension, lateral move eligibility requirements and to obtain command recommendations. The information collected on this form will be filed within a Privacy Act Systems of Records collection governed by Privacy Act System of Records Notice M01040-1 which can be downloaded at :  
<http://www.defenselink.mil/privacy/notices/usmc/M01040-1.shtml>.

**RETENTION AND SAFEGUARDS:** The collected information will be maintained in a database with restricted, limited access by personnel authorized to access this information. The database is protected by password, unique user IDs, and applicable layers of security access within applications. Records in this file system will only be retrieved by name and social security number. Disposition is pending (records are treated as permanent until the National Archives and Records Administration has approved the retention and disposition schedule).

**ROUTINE USES:** This form becomes part of Headquarters, U.S. Marine Corps permanent files within the Total Force Retention System (TFRS). All uses of this form are internal to the relevant service.

**DISCLOSURE:** Voluntary. However, failure to furnish personally identifiable information may negate the application.

NAVMC 11537 (Rev. 04-09)

FOUO - Privacy Sensitive when filled in.

**Reenlistment Extension Lateral Move (RELM) Request**

1. Rank		2. Name (Last, First, MI)				3. Last 4 SSN		4. MOS	
5. DOR	6. AFADBD	7. PEBD	8. ECC	9. EAS	10. DCTB	11. RTD	12. FY		
13. Type of Request					14. Length Requested		15. Category		16. SOE Code
17. Organization (Unit / Section)								18. Work Phone	
19. Conduct / Proficiency Marks AVG CON in Enlistment _____ AVG PRO in Enlistment _____ <small>(For ALL Cpls and below, to include Sgt's with less than 2 yrs TIG.)</small>					20. Fitness Report Validation FitRep Date Gap(s) <input type="checkbox"/> Yes <input type="checkbox"/> No Date Verified : _____				
21. Test Scores <small>(FTAP / LatMove Only)</small>				22. Duty Station Options <small>(FTAP Only)</small>			23. LATMOVE Choices <small>(List only those MOS's SNM is qualified for.)</small>		
GT	MM	EL	CL	1st	2nd	3rd	1st	2nd	3rd
24. High School Graduate (FTAP Only) <input type="checkbox"/> Yes <input type="checkbox"/> No					25. Previous Requests (Within last 12 months.) <input type="checkbox"/> Yes <input type="checkbox"/> No				
26. Draw Case Codes		1) _____ / _____			2) _____ / _____			3) _____ / _____	
27. UCMJ History <small>(This section will include all Military and Civilian convictions on current contract or within the last 5 years)</small>									
Conviction Type : _____				Articles(s) : _____			Date : _____		
Conviction Type : _____				Articles(s) : _____			Date : _____		
Conviction Type : _____				Articles(s) : _____			Date : _____		
28. Bonus Eligibility					Previous Bonus Payments				
Is SNM currently eligible for SRBP? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(If yes, SRB/BSSRB Eligibility Checklist must be completed.)</small>					Zone : _____ Amount Paid : _____				
Does SNM plan to Maximize SRBP by reenlisting for additional obligated service? <input type="checkbox"/> Yes <input type="checkbox"/> No					Zone : _____ Amount Paid : _____				
Zone : _____ Bonus Amount : _____					Zone : _____ Amount Paid : _____				
29. Does SNM Require a Tattoo Waiver? (SDA Only) <input type="checkbox"/> Yes <input type="checkbox"/> No					(If yes, attach Color Photo and descriptions.)				
30. Does SNM Have Broken / Prior Service? <input type="checkbox"/> Yes <input type="checkbox"/> No					(If yes, attach Statement of Service (NAVMC 11501).)				
31. Active Duty Spouse Information									
31a. Name		31b. Rank		31c. MOS		31d. Branch		31e. EAS	
								31f. MCC	
								31g. RTD	
32. Remarks									
33. Member Certification. I certify that to the best of my knowledge all information provided above is accurate.									
Marine's Signature : _____					Date : _____				
Career Planner's Signature : _____					Date : _____				

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Figure 6-7.--Reenlistment Extension Lateral Move (RELM) NAVMC 11537 (Continued)

NAVMC 11537 (Rev. 04-09)  
FOUO - Privacy Sensitive when filled in.

Rank _____	Name _____	Last 4 SSN _____
<b>34. Command Screening</b>		
<b>34a. Medical Certification</b> SNM has been <b>SCREENED / EXAMINED</b> and found <b>QUALIFIED / UNQUALIFIED</b> for retention.  SNM's Duty Status is : <input type="checkbox"/> Full Duty <input type="checkbox"/> Light Duty <input type="checkbox"/> Limited Duty <input type="checkbox"/> No Duty  <i>(Medical MUST be recertified if SNM fails to reenlist within 90 days.)</i> If unqualified give reason :   <div style="border-top: 1px solid black; padding-top: 5px;"> Rank _____ Name _____  Medical Officer / IDC Signature _____ Date _____ </div>		<b>34b. Dental Certification</b> SNM has been <b>SCREENED / EXAMINED</b> and found <b>QUALIFIED / UNQUALIFIED</b> for retention.  SNM's Dental Class : _____  If unqualified give reason :   <div style="border-top: 1px solid black; padding-top: 5px;"> Rank _____ Name _____  Dental Officer / IDC Signature _____ Date _____ </div>
<b>34c. Security Screening (S-2)</b>  Does SNM have a security clearance? <input type="checkbox"/> Yes <input type="checkbox"/> No  <i>(If so, provide letter from the Security Manager / SSO stating what level and the date it was adjudicated, or provide a copy of the "Person Summary" page from the Joint Personnel Adjudication System (JPAS).)</i>  Comments :   <div style="border-top: 1px solid black; padding-top: 5px;"> Rank _____ Name _____  Security (S-2) Signature _____ Date _____ </div>		<b>34d. Training Certification (S-3)</b>  PFT Date : _____ Score : _____ Class : _____ Ht : _____ Wt : _____ Max : _____ BF% : _____  BCP Program : <input type="checkbox"/> Yes <input type="checkbox"/> No  Comments :   <div style="border-top: 1px solid black; padding-top: 5px;"> Rank _____ Name _____  Training (S-3) Signature _____ Date _____ </div>
<b>34e. Legal Certification</b>  Legal action may include actions taken by civilian authorities.  Is SNM pending any legal action at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No  <i>(If yes, documents must be provided.)</i>  Comments :   <div style="border-top: 1px solid black; padding-top: 5px;"> Rank _____ Name _____  Legal (S-1) Signature _____ Date _____ </div>		<b>34f. SACO Certification</b>  Has SNM been assigned to any treatment program during the current contract? <input type="checkbox"/> Yes <input type="checkbox"/> No  <i>(If yes, certificate of completion must be provided.)</i>  Comments :   <div style="border-top: 1px solid black; padding-top: 5px;"> Rank _____ Name _____  SACO Signature _____ Date _____ </div>

NAVMC 11537 (Rev. 04-09)  
FOUO - Privacy Sensitive when filled in.

(Please check the appropriate boxes and make brief comments justifying your recommendations.)

<b>Rank</b>	<b>Name</b>	<b>Last 4 SSN</b>
<b>35. Command Recommendations</b>		
<b>35a. NCOIC / SNCOIC</b>		
<input type="checkbox"/> Recommended with Enthusiasm (Top 25 %) <input type="checkbox"/> Recommended with Confidence (Top 50 %)		
<input type="checkbox"/> Recommended with Reservation Comments Mandatory <input type="checkbox"/> Not Recommended Comments Mandatory		
Comments :		
_____ Rank	_____ Name	_____ Signature
_____ Date		
<b>35b. OIC</b>		
<input type="checkbox"/> Recommended with Enthusiasm (Top 25 %) <input type="checkbox"/> Recommended with Confidence (Top 50 %)		
<input type="checkbox"/> Recommended with Reservation Comments Mandatory <input type="checkbox"/> Not Recommended Comments Mandatory		
Comments :		
_____ Rank	_____ Name	_____ Signature
_____ Date		
<b>35c. FIRST SERGEANT</b>		
<input type="checkbox"/> Recommended with Enthusiasm (Top 25 %) <input type="checkbox"/> Recommended with Confidence (Top 50 %)		
<input type="checkbox"/> Recommended with Reservation Comments Mandatory <input type="checkbox"/> Not Recommended Comments Mandatory		
Comments :		
_____ Rank	_____ Name	_____ Signature
_____ Date		
<b>35d. COMPANY COMMANDER</b>		
<input type="checkbox"/> Recommended with Enthusiasm (Top 25 %) <input type="checkbox"/> Recommended with Confidence (Top 50 %)		
<input type="checkbox"/> Recommended with Reservation Comments Mandatory <input type="checkbox"/> Not Recommended Comments Mandatory		
Comments :		
_____ Rank	_____ Name	_____ Signature
_____ Date		

**\*RETURN TO CAREER PLANNING OFFICE\***



**NAVMC 11537 (Rev. 04-09)**  
FOUO - Privacy Sensitive when filled in.

<b>Rank</b>	<b>Name</b>	<b>Last 4 SSN</b>
<p><b>35e. SERGEANT MAJOR</b></p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Recommended with Enthusiasm (Top 25 %)  <input type="checkbox"/> Recommended with Reservation Comments Mandatory         </div> <div> <input type="checkbox"/> Recommended with Confidence (Top 50 %)  <input type="checkbox"/> Not Recommended Comments Mandatory         </div> </div> <p>Comments :</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div><b>Rank</b></div> <div><b>Name</b></div> <div><b>Signature</b></div> <div><b>Date</b></div> </div>		
<p><b>35f. EXECUTIVE OFFICER</b></p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Recommended with Enthusiasm (Top 25 %)  <input type="checkbox"/> Recommended with Reservation Comments Mandatory         </div> <div> <input type="checkbox"/> Recommended with Confidence (Top 50 %)  <input type="checkbox"/> Not Recommended Comments Mandatory         </div> </div> <p>Comments :</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div><b>Rank</b></div> <div><b>Name</b></div> <div><b>Signature</b></div> <div><b>Date</b></div> </div>		
<p><b>35g. Commanding Officer / Commander Recommendation</b></p> <p><i>Must have Special Courts-Martial convening authority or be properly designed at "Acting", via an Assumption of Command or Appointment Letter.</i></p> <p>Does SNM meet all reenlistment prerequisites :    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> <input type="checkbox"/> Recommended with Enthusiasm (Top 25 %)  <input type="checkbox"/> Recommended with Reservation Comments Mandatory         </div> <div> <input type="checkbox"/> Recommended with Confidence (Top 50 %)  <input type="checkbox"/> Not Recommended Comments Mandatory         </div> </div> <p>Comments :</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div><b>Rank</b></div> <div><b>Name</b></div> <div><b>Signature</b></div> <div><b>Date</b></div> </div>		

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## Chapter 7

Retention/Advertising Material

1. Retention Advertising Material. Retention advertising material is printed matter developed and funded through the Marine Corps advertising program. Prefix control 104 identifies these items in the Marine Corps Supply System.

2. Distribution of Retention Advertising Material

a. The CG, MCRC code (M) automatically distributes retention advertising material under Marine Corps lists 39, 73, 75, and Individual Activity Code Numbers (IACN) in the 9600 series.

b. Requests for additional material are reviewed on a case-by-case basis by the CG, MCRC code (M).

c. Point of contact phone number is DSN 278-9434 or Commercial (703) 784-9434.

3. Recommendation Regarding Retention Advertising Material. Recommendations for the development or revision of retention advertising material are encouraged. Submit recommendations to CMC (MMEA-6).

4. Retention Advertising Assistance. All career planning personnel and commanders are authorized direct telephone communications with the Marketing Public Affairs Chief, Marine Corps Recruiting Command concerning retention advertising material. Local SOP may apply. Point of contact phone number is DSN 278-9434 or Commercial (703) 784-9434.

5. Supporting Material. This includes posters, certificates, booklets, and brochures on related matter such as medals and decorations, benefits, education programs, and any other material deemed beneficial to unit retention programs. Requisition these items through major commands.

6. Career Planning/Public Affairs Relationship. A close working relationship between career planning and public affairs personnel is encouraged to enhance retention and to attain public support and understanding of career service in the Marine Corps. Publicizing career opportunities and benefits available to Marines and their families through the use of post and station newspapers and other local media may contribute to a more successful retention program.

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## Appendix A

Definitions

1. Active Duty. Full-time duty in the active military service of the United States to include full-time training duty, annual training, and active duty for training.
2. Active Duty for Training (ADT). Active duty for Reserve training with automatic reversion to inactive duty upon completion.
3. Active Reserve (AR). Reservists on full-time active duty for more than 180 consecutive days. These billets are established for the purpose of organizing, administering, instructing, training, or recruiting the Marine Corps Reserve component.
4. Additional Obligated Service (AOS). Any period of active service required beyond the current contractual service agreement.
5. Advance Leave. Advance leave is a means whereby Marines with limited or no accrued leave may be granted leave to resolve urgent, personal, or emergency situations.
6. Armed Forces Active Duty Base Date (AFADBD). This date is a constructive date computed from active service performed in any branch of the Armed Forces, as modified by time lost or periods not creditable as active Federal service.. When making this computation, refer to reference (g).
7. Basic Individual Record (BIR). The BIR is a screen within the MCTFS and MOL that displays all of a Marine's personal information to include current service contracts and other personal information.
8. Basic Training Record (BTR). The BTR is a screen within the MCTFS and MOL that displays a Marine's most current training information. This includes; the PFT, Rifle Range, Pistol Range and martial arts training.
9. Boatspace. First-Term reenlistment opportunity. Every First-Term reenlistment uses a boatspace.
10. Boatspace Report. A real time database that reflects the current status of the FTAP. This report is available to the Career Planner online. Available first term reenlistments, per MOS, required to maintain the end strength of the Marine Corps are published here at the beginning of each Fiscal Year (FY).
11. Broken Reenlistment. A Marine who reenlists back into the active component with more than 90 days separation from the Regular Marine Corps.
12. Career Marine. Marine serving on their second or subsequent contract in the Marine Corps including any extensions to that contract.
13. Career Planner. The Commander's advisor on enlisted matters.
  - a. A Marine formally school trained in career planning and assigned the primary MOS 4821 by the CMC (MMEA-6).
  - b. Additional Duty Career Planner. Marine assigned additional duties as a Career Planner by the commander. Assigned Marines may be formally school

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trained; however these Marines are neither assigned the PMOS 4821, nor eligible for special duty assignment pay. Formal school training may be requested to the CMC (MMEA-6).

14. Career Progression Training. Training that leads to a higher degree of proficiency within an occupational field. Such training may change a Marine's PMOS.

15. Career Track. A PMOS (e.g., 0811, 1812) or the combination of a feeder and career progression PMOSs (e.g., 0844 and 0848) that allow for promotion from Pvt through MGySgt through more than one avenue.

16. Certifying Officer. Normally this will be the battalion or squadron commander that has Special Courts-Martial convening authority over a Marine. However, independent company commanders/I-Is (i.e. HqCo Cmdrs, MSG Co Cmdrs, OICs, etc.) may act as a certifying officer.

17. Commanding Officer. Normally this will be the battalion or squadron commander that has Special Courts-Martial convening authority over a Marine.

18. Consecutive Overseas Tour (COT). The PCS transfer of a Marine from one overseas duty station to another, regardless of whether it is within the same country or inter-theater. Completion of the initial overseas tour is expected. Exception to the PCS requirement would be for an In-Place Consecutive Overseas Tour (IPCOT). Example: A Marine is assigned an unaccompanied tour in Germany (24 month tour) and then reassigned to Hawaii (36 month tour).

19. Continuous Reenlistment. A Marine who reenlists back into the active component with more than 24 hours but less than a 91 day break in service.

20. Contractual Service Agreement. Periods of military service including enlistments, extensions of enlistment (either executed or effected), and reenlistments.

21. Cross Fiscal Year (FY) Extension. An extension to an enlistment contract that changes the Marine's Expiration of Active Service (EAS) to the next FY.

22. Deferred Duty Station. An option chosen by a Marine who is either unable to move at the time of reenlistment, the duty station or Geographic area is not available based on Monitor input, or the Marine is deploying and will be unable to choose a duty station upon reenlistment.

23. Discharge. Complete severance from all active military duties, upon or before expiration of enlistment, extension, reenlistment, period of induction, or other required period of service.

24. Early Reenlistment. A reenlistment that occurs more than 12 months before the enlistment contract expires.

25. Effective Date. The date on which the term of the contract or agreement to extend enlistment commences or becomes operative.

26. Enlisted Career Force Controls (ECFC). Planning measures, published annually by the CMC Manpower Plans and Policy (MPP), which the CMC creates to meet the enlisted career force objectives.

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27. Exceptional Family Member Program (EFMP). The primary objective of the EFMP is to ensure that Marine sponsors are assigned to locations where services exist to support their Exceptional Family Member (EFM). This is especially critical in overseas assignments where the provisions of services may be limited. Additional information can be derived from <http://www.usmc-mccs.org/efmp/index.cfm>.

28. Execution Date. The date a contract or an agreement to extend an enlistment is subscribed and sworn to (the date signed).

29. Expiration of Active Service (EAS). The date on which active service terminates including voluntary extensions of enlistment, Convenience of the Government, Legal (COGL), or Convenience of the Government, Medical (COFGM) for Marines involuntarily retained on active duty.

30. Expiration of Current Contract (ECC). The date on which the current contract expires, excluding voluntary extensions of enlistment that have not become effective.

31. Extended Active Duty (EAD). Active duty performed by a reservist when strength accountability passes from the reserve component to the active military establishment, or active duty while a member of the Fleet Marine Corps Reserve (FMCR). Members of the FMCR are on EAD when recalled to active duty.

32. Expiration of Obligated Service (EOS). The termination date of a Marine's service obligation under the terms of the Military Selective Service Act (MSS ACT).

33. Extension of Enlistment (ExtEnl). Additional obligated service granted to a Marine.

a. Voluntary. An extension requested by the Marine.

b. Involuntary. The ordered retention of a Marine beyond the normal expiration date of his/her enlistment. In such cases, the date of expiration of enlistment is postponed for either a definite or an indefinite period. Examples: In the event of war, declared national emergency, or at the Convenience of the Government (Medical or Legal).

34. Fast Filling MOS (FFM). A PMOS that traditionally has more RELM/Requests for reenlistment than there are boatspaces.

35. First-Term Marines. Marines serving on their initial active duty Marine Corps enlistment contract to include any extensions to that contract.

36. First Term Alignment Plan (FTAP). FTAP is the retention program used to reenlist First-Term Marines, by MOS, to meet career force requirements, while preventing promotion stagnation and ensuring opportunities for advancement. The FTAP also establishes MOS boatspace status as follows:

a. Open MOS: Reenlistment opportunities still exist. Reenlistments within and lateral moves into the MOS are authorized up to the established boat space limit.

b. Closed MOS: No reenlistments within, or lateral moves into the MOS is authorized.

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37. Fleet Assistance Program (FAP). The primary objective of the FAP is to augment the manpower resources of the host activity so that it may provide adequate support to its tenant FMF units without degrading the FMF's combat readiness.

38. For Further Observation (FFO) Contract. This option is used only for those Marines who have jeopardy on their previous contract and need additional service for observation. Most FFO contracts are for 24 months, however, a 36 month FFO may be granted to provide the required obligated service for overseas service.

39. High School Credentials

a. Alternate Credential Holder. A Marine who possesses any type of educational credential other than a traditional high school diploma. This includes any test-based equivalency diploma or credential (General Educational Development or California High School Proficiency Examination), high school certificate of attendance, adult education diploma, correspondence school diploma, occupational program certificate, or home study diploma. Any questions concerning types of alternate credential holders should be addressed to MCRC (G-3) for clarification.

b. High School Graduate. A Marine who possesses a diploma for attending and completing a 12 year or grade program of classroom instruction or, an alternate credential holder who attended a college or university, and completed at least 15 semester or 22 quarter hours of college-level credit. The school where the individual completed all the program requirements must issue the diploma.

40. Home of Record. A Marine legal residence/permanent home of record upon entering into a contract for service in the Marine Corps or Marine Corps Reserve. Per the provisions of the Joint Federal Travel Regulations, effective on and after 1 January 1987, a Marine may not change the home of record upon appointment/reappointment to commissioned grade or reenlistment. Such changes are only authorized when there is a break in service of more than 1 full day.

41. Humanitarian Assignments (HUMS). A Humanitarian transfer is designed to solve short-term situations for Marines and their family members at the personal convenience of the Marine.

42. Initial Active Duty for Training (IADT). The first period of active duty training when recruit training and entry level skill qualification training are accomplished. IADT applies only to the Marine Corps Reserve.

43. In Place Consecutive Overseas Tour (IPCOT). Marines serving on either an accompanied or unaccompanied tour may, upon completion of their initial tour, to include voluntary extensions to that tour, request an IPCOT. By doing so, the Marine agrees to serve another complete tour at the same geographic location whether it is an accompanied or unaccompanied tour. Regardless of either initial tour obligation or subsequent tour obligation, the Marine must serve the minimum prescribed tour lengths.

44. Lateral Move. A voluntary permanent change from one MOS to another.

45. Marine Corps Total Force System (MCTFS). The Marine Corps online database information system.

46. MOS Reclassification. An involuntary change from one MOS to another.

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47. Overseas Extension No Incentive (OSEN). A request from a Marine to extend overseas for a period less than his/her tour length which does not rate an incentive.
48. Overseas Tour Extension Incentive Program (OTEIP). The Marine Corps' OTEIP has been established to encourage enlisted Marines serving at dependents restricted MCCs, aboard ships homeported outside CONUS and Hawaii, and both MCCs at Marine Barracks, Guantanamo Bay, Cuba (GTMO), MCCs 044, 045, and 092 (MCASs, Iwakuni and Futenma, and MCB Camp Butler, respectively), Company D, MarSptBn, and Marine Corps Security Force Company, Panama. All MCCs located at Diego Garcia are included in this program. This program will be used to increase the personnel stability of enlisted Marines at overseas locations.
49. Pay Entry Base Date (PEBD). The basic date for computing a Marine's creditable service. PEBD is used to determine the date when a Marine is entitled to increased basic pay.
50. Prior Service Enlistment Program (PSEP). A program through which prior service enlisted Marines may reenter the Active component of the Marine Corps.
51. Prior Service Recruiter (PSR). The PSR is a Recruiter whose focus is on those Marines who have previous service in the Marine Corps and who might be interested in joining/serving in the reserve component.
52. Quality Reenlistment Program (QRP). Program used to reenlistment exceptional Marines who did not receive a boatspace during the normal time period of submission.
53. Record of Service (ROS). The ROS is a screen within the MCTFS that shows all Proficiency and Conduct markings for a Marine.
54. Reenlistment. The execution of a new contract for at least 24 months.
55. Reenlistment Eligibility Code. A code given to separating service members that identifies the character of their service and determines their qualifications for re-entry.
56. Reenlistment, Extension, Lateral Move (RELM) Request. A request from a Marine for reenlistment, extension of an enlistment or lateral move.
57. Release from Active Duty. Termination of active duty status and either transfer or reversion to a Reserve component not on active duty. This also includes transfer to the Individual Ready Reserve (IRR) or release to the civilian sector.
58. Retention on Station. A reenlistment incentive for First Term Marine's who request to remain in their current geographic location for a period of 1 year to begin on the date of reenlistment.
59. Selective Reenlistment Bonus Program (SRBP). A monetary incentive to encourage service continuation in designated MOSs.
60. Separation. A general term which includes discharge, dismissal, dropping from the rolls; revocation of an appointment or commission; termination of an appointment; release from active duty; release from custody and control of the Marine Corps; transfer to the IRR; transfer to the Fleet Marine Corps Reserve; Retired List; Temporary or Permanent Disability List; or Retired Reserve and similar changed in an active or reserve status.

61. Staff Noncommissioned Officer (SNCO) Reaccession Board. Application board process through which prior service SNCOs may reenter the Active component of the Marine Corps.
62. Source of Entry (SOE) Code. A data entry assigned to every Marine that identifies what number contract they are currently on and within what component.
63. Special Duty Assignment (SDA). Special duty assignments involve demanding duties or an unusual degree of responsibility. In this context, duties normally are considered demanding if they require an extraordinary effort for satisfactory performance. Currently, special duty assignments include: Marine Corps Embassy Security (8151), Marine Corps Security Force Guard (8152), Marine Corps Security Force Close Quarters Battle Team Member (8154), Recruiter (8411), Drill Instructor (0911) and Marine Combat Instructor (8513).
64. Statement of Service (SOS). This is a chronological listing of all periods of service including broken service and other services.
65. Subsequent Term Alignment Plan (STAP). STAP is the retention program used to proactively target and reenlist career Marines while improving retention and promotion tempos across all MOSSs.
66. Time Lost. A period of time when a Marine is absent from duty due to an Unauthorized Absence (UA). Examples would be: In the Hands of Civilian Authorities (IHCA); In the Hands of Foreign Authorities (IHFA); Sickness; Misconduct; and Confinement by military authority.
67. Tour Conversion. When a Marine is currently serving a dependents-restricted or accompanied overseas tour and the current tour is changed to another type of overseas tour; i.e., dependents-restricted to accompanied.
68. Transition Assistance Program/Transition Assistance Management Program (TAP/TAMP). This is a series of mandatory classes and workshops given at all major military installations that provide career and employment assistance, vocational guidance, and transition information to separating Marines and their families. The tools and information provided enable all separating Marines and their families to make a successful transition from military to civilian life.
69. Unit Punishment Book (UPB). A record of NJP proceedings.



Appendix B

Commanding Officer's and Career Planner SNCOIC Screening/  
Interview Checklist for Lateral Move to MOS 4821 (Career Planner)

FOUO - Privacy sensitive when filled in.

THIS CHECKLIST WILL BE DESTROYED UPON COMPLETION OF CAREER PLANNER SCHOOL OR AS LISTED IN DESTRUCTION INSTRUCTIONS. A COPY OF THIS CHECKLIST WILL BE SENT TO CMC (MMEA-6) PRIOR TO THE MARINE DETACHING, STIPULATING SUCCESSFUL OR UNSUCCESSFUL SCREENING BY THE COMMANDING OFFICER AND CAREER PLANNER SNCOIC.

Background. The Career Planner is vital to the process of retaining Marines. The Career Planner assists the commander in maintaining a stable career force. Marines will emulate the Career Planner's actions. Therefore, a potential Career Planner must possess a high degree of maturity, leadership, judgment, professionalism, and the ability to work in an independent capacity. Furthermore, potential Career Planners must thoroughly embrace and exemplify our core values.

The Career Planner School will provide prospective Career Planners with the required entry-level knowledge for career planning duties and responsibilities. The school will teach Marines effective communication skills and the fundamentals and methods of career planning. The potential Career Planner must be able to project a positive disposition and exemplify those traits associated with utmost professionalism. Career Planners will represent the type of Marine we desire to retain in the career force.

Action. One copy of the completed Commanding Officer's and Career Planner SNCOIC Screening/Interview Guide and Medical Screening Guide will be placed on the left side of the Marine's Service Record Book prior to the Marine's transfer to Career Planning School. Thirty days prior to transfer, the Commanding Officer will re-certify that the Marine is still qualified for career planning duty.

One copy of the completed Commanding Officer's and Career Planner SNCOIC Screening/Interview Guide, and current photograph, along with certified copies of the Marine's page 11, 12 and 13 will be forwarded to CMC (MMEA-8). The Marine's command will contact CMC (MMEA-8) via naval message when there is a change in the Marine's status.

Upon request, certain criteria may be waived by CMC (MMEA).

RANK	NAME	L4 SSN/MOS
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RANK NAME L4 SSN/MOS

<u>PREREQUISITE</u>	<u>INITIAL SCREENING</u>	<u>RECERTIFICATION</u>
1. <b>Career Marine.</b> Must have successfully completed one or more enlistments/reenlists or reenlist as part of the FTAP.	QUAL / NOT QUAL	QUAL / NOT QUAL
2. <b>Career Potential.</b> Must meet or exceed all standards required for retention (MCO 1040.31K, Chap 4). Have completed the appropriate PME (resident and non-resident) for grade.	QUAL / NOT QUAL	QUAL / NOT QUAL
3. <b>Grade.</b> Sergeant through Staff Sergeant. (Corporals may submit if they have at least one year time in grade.)	QUAL / NOT QUAL	QUAL / NOT QUAL
4. <b>Integrity/Judgment.</b> Marines must demonstrate sound integrity and judgment due to the fact that these Marines often work in an independent duty capacity.	QUAL / NOT QUAL	QUAL / NOT QUAL
5. <b>Core Values.</b> Marine thoroughly embraces and exemplifies our core values and leads by example in this area.	QUAL / NOT QUAL	QUAL / NOT QUAL
6. <b>High School Grad/GED.</b> Career Planners should have an educational background equal to that of the majority of Marines who they will be assisting. Marines with a reading level below the 10th grade may experience some difficulty assimilating Career Planner School course material. The Marine must be a high school graduate.	QUAL / NOT QUAL	QUAL / NOT QUAL
7. <b>GT score must be 100 or above.</b> GT score: _____	QUAL / NOT QUAL	QUAL / NOT QUAL
<b>8. DISCIPLINARY RECORD AND DRUG OR ALCOHOL RELATED INCIDENT(S) .</b>		
a. <u>Courts-Martial</u> - - No courts-martial.	QUAL / NOT QUAL	QUAL / NOT QUAL
b. <u>NJP</u> - - Not more than one NJP in the last 5 years preceding the class reporting date. No NJP in the last 24 months preceding the date of request.	QUAL / NOT QUAL	QUAL / NOT QUAL
c. <u>Pg 11</u> - - No adverse page 11 entries (i.e., MARCORSEPMAN para 6105 counseling) in the last 24 months preceding the reporting date.	QUAL / NOT QUAL	QUAL / NOT QUAL

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RANK NAME L4 SSN/MOS

<u>PREREQUISITE</u>	<u>INITIAL SCREENING</u>	<u>RECERTIFICATION</u>
d. <u>Drug and Alcohol</u> - - No drug-related incidents. No alcohol related incidents within the last 3 years preceding the class reporting date. A waiver granted for reenlistment is not valid for assignment to Career Planning duty. A separate waiver must be requested from CMC (MMEA-8).	QUAL / NOT QUAL	QUAL / NOT QUAL
<b>9. Stable Family.</b>		
a. The Marine is not currently enrolled in a command-directed Family Advocacy Program as verified by the local Family Services Center.	QUAL / NOT QUAL	QUAL / NOT QUAL
b. <u>Divorce/Separation</u> . Divorce or Separation standing alone does not disqualify someone for assignment to Career Planner Duty. However, a Marine is not qualified when his/her bonafide separation/divorce/custody proceedings may interfere with training requirements and assigned duties. "The Marine is/is not currently separated or undergoing divorce proceedings."	QUAL / NOT QUAL	QUAL / NOT QUAL
<b>10. Physically qualified.</b> The Marine experiences no difficulty in passing all events of the PFT/CFT. Upon recertification, Marines must pass a PFT within 30 days of detaching for school.  PFT Score/Class/Date:____/____/____	QUAL / NOT QUAL	QUAL / NOT QUAL
<b>11. Meets minimum obligated service.</b> Marines must have a minimum of 2 years of active service remaining upon completion of school.  EAS:_____	QUAL / NOT QUAL	QUAL / NOT QUAL
<b>12. Communications.</b> The ability to communicate is essential to career planning. Marines should be able to converse in a clear manner. A Career Planner should be persuasive and personable, comfortable among Officers, SNCOs, and peers.	QUAL / NOT QUAL	QUAL / NOT QUAL

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RANK NAME L4 SSN/MOS

PREREQUISITE		INITIAL SCREENING	RECERTIFICATION
<p>13. <b>Meets personal appearance and height and weight standards.</b> The Marine must be within the Marine Corps height and weight standards IAW reference (s). No history of assignment to weight control or personal appearance programs is authorized. The Marine must be weighed/measured in P.T. gear, no shoes.</p>			
HT: _____ WT: _____ NECK: _____ WAIST: _____ Hips: _____ (FEMALES ONLY) BODY FAT: _____ (indicate body fat if Marine is over weight) DATE: _____	HT: _____ WT: _____ NECK: _____ WAIST: _____ Hips: _____ (FEMALES ONLY) BODY FAT: _____ (indicate body fat if Marine is over weight) DATE: _____	QUAL / NOT QUAL	QUAL / NOT QUAL
<p>14. <b>Medically qualified for duty:</b> A physical examination by a medical officer must be conducted within 12 months of the class reporting date and state "qualified for Career Planning duty" in block 77 of DD Form 2808.  <u>The Commanding Officer and Medical Officer will also screen the Marine and the Marine's medical records per the Commanding Officer's Medical Screening Guide (See page 5 of Appendix B).</u></p>		QUAL / NOT QUAL	QUAL / NOT QUAL
<p>15. <b>Disqualifying factors</b></p>			
In less than full duty status.		QUAL / NOT QUAL	QUAL / NOT QUAL
Failed selection to next grade.		QUAL / NOT QUAL	QUAL / NOT QUAL
Disenroll/Failure to complete Special Assignment School/Duty. To include recruiter school communication skills drop.		QUAL / NOT QUAL	QUAL / NOT QUAL
Failure to complete formal school (e.g. Sergeants Course, SNCO Career Course, SNCO Advanced Course, and Career Planning (Career Planner Course).		QUAL / NOT QUAL	QUAL / NOT QUAL
Currently serving on a B-billet or with 24 months of assignment to the Career Planner Force.		QUAL / NOT QUAL	QUAL / NOT QUAL
Relieved from a Special Duty Assignment due to misconduct.		QUAL / NOT QUAL	QUAL / NOT QUAL

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B-4

Enclosure (1)

_____	_____	_____
RANK	NAME	L4 SSN/MOS

This Marine does/does not meet the requirements listed in MCO 1040.31K. If the Marine does not meet the requirements, explain below.

_____
_____
_____

(Ensure the following signature page is attached.)

_____	_____
Battalion/Squadron SgtMaj's Printed Name	Date

_____	_____
Battalion/Squadron SgtMaj's Signature	Date

_____	_____
Commanding Officer's Printed Name	Rank

_____	_____
Commanding Officer's Signature	Date

**Commanding Officer's Re-certification:** (To be completed 30 days prior to the Marine's school report date.) This Marine's qualifications for assignment to Career Planning duty have/have not changed since my initial interview and screening of his/her records. The Marine does/does not meet the requirements listed in MCO 1040.31K. (If the Marine no longer meets the requirements, contact CMC (MMEA-8) via naval message.)

_____	_____
Commanding Officer's Signature	Date

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RANK	NAME	L4 SSN/MOS
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II. MEDICAL SCREENING GUIDE FOR CAREER PLANNING DUTY

Attention Commanding Officer's and Medical Representatives. DD forms 2807-1 and 2808 must be completed. A medical officer will certify block 77 of DD Form 2808 confirming that the Marine is physically qualified for duty as a Career Planner. Medical representatives must have a thorough appreciation of the physical demands of a Career Planner, specifically:

1. All Marines are expected to be physically/medically fit and able to pass the required school PFT.
2. Additionally, any medical documentation indicating problems with stress or psychological dysfunction may be disqualifying and must be identified in the remarks section below.
3. Marines found unqualified for these reasons may be directed to appear before a Physical Evaluation Board to determine their fitness for worldwide assignment.

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I found him/her medically qualified/unqualified. The finding of UNQUALIFIED is explained in the remarks below.

Medical Officer's Printed Name	Grade	Billet
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Medical Officer's Signature	Date
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Remarks by Medical Officer:

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## Appendix C

### Career Enhancement Tools

1. General. Marines who are sincerely oriented towards a Marine Corps career may request a lateral move to another MOS or request an assignment to a duty station or geographic location provided a staffing requirement exists for Marines' grade and PMOS. Granting of an assignment is based upon professional development needs of the Marine and the current staffing requirements of the Marine Corps. Assistance and guidance in making career decisions is available through the Marine's command senior leadership, Career Planner, seniors and peers in the Marines PMOS, MOS Roadmaps, and enlisted monitors of MMEA-8.

2. Duty Station. Both Career and FTAP Marines may request assignment to a duty station where billet vacancies exist for their grade and MOS. All Marines are encouraged to conduct their own research to determine where their PMOS and current grade is rated at specific units. The Career Planner can provide assistance with duty station availability.

### 3. Request Procedures

a. Career Marines requesting a duty station or type of duty may contact their monitor via a command endorsed Administrative Action Form addressed to CMC (MMEA-8) or a Naval Message addressed to the specific monitor section at MMEA. The M&RA web portal contains a list of official DMS message addresses for all the enlisted monitors and is available under the Enlisted Assignment Monitors Sections at the following address:

[https://www.manpower.usmc.mil/portal/page?\\_pageid=278,1937295&\\_dad=portal&\\_schema=PORTAL](https://www.manpower.usmc.mil/portal/page?_pageid=278,1937295&_dad=portal&_schema=PORTAL)

b. Requests for duty stations may specify FMF or non-FMF, geographic location, overseas, coast, or specific duty station. Career Planners should ensure the Marine is fully advised of all aspects surrounding a request for duty station.

c. Duty station choices must be made where a billet vacancy exists for the Marine's grade and MOS and should be consistent with individual career development.

d. First term Marines may request a duty station (DUSTA) option incentive with their FTAP reenlistment request.

4. Duty Assignment. Marines requesting assignment to any of the duty assignments listed below must meet the assignment eligibility prerequisites established in the respective directive. Commanding officers of Marines requesting assignment to the below listed duty must ensure each Marine is qualified per reference (ac) prior to submitting the request.

- a. Marine Corps Security Force (MCSF) duty.
- b. Marine Corps Embassy Security Duty (MCES) duty.
- c. Recruiting duty.
- d. Drill Instructor duty.
- e. Inspector-Instructor Staff/Independent duty.
- f. Assistant Military Officer Instructor (AMOI) duty.
- g. Marine Combat Instructor (MCI) duty (MARADMIN 295/03).

h. Marine Special Operations Capable (MARSOC) (MARADMIN 221/07).

5. Types of Assignments

a. Immediate Transfer. Marines must have a minimum of two years time-on-station before they can transfer, except Marines assigned to a prescribed fixed-tour length or overseas. A time-on-station waiver is required when a Marine executes PCSO before 36 months on time-on-station.

b. Retention on Station. Marines may request retention on station. Marines granted retention on station will not be transferred from the major command to which their reenlisting unit belongs for a period of 1 year. Commanders may enhance the attractiveness of retention on station by using local quotas and FAP billets. Retention on station will begin upon completion of 2 years time-on-station or the date of reenlistment, whichever is later.

c. Unit Cohesion/Tour II. The Unit Cohesion/Tour II program maximizes the deployability and utility of First-Term Marines by matching the life cycle of a Marine with the deployment cycle of a unit. Marines are assigned to units 8-16 months prior to a scheduled deployment. Those Marines will make two deployments with the unit.

d. Deferred Duty Station Option. This option is chosen by Marines an option to delay or defer the selection of a duty station for a period of time to be determined by the MOS Monitor. The Marine must request this via naval message.

6. Selective Reenlistment Bonus Program (SRBP). The SRBP was established to provide an additional pay incentive to encourage service continuation in specific high demand low density (HDLD) MOSSs. Commanding officers are responsible to ensure that SRBP payments are made only to those Marines who are properly entitled according to eligibility criteria contained in reference (ad), in conjunction with the current MARADMIN(S).

7. Lateral Move Requests. Marines may request lateral move at any time during their career.



Appendix D

Reenlistment Eligibility Codes

<u>Code</u>	<u>When Assigned</u>	<u>Remarks</u>
RE-1A	Recommended and eligible	No restriction to reenlistment. Meets all prerequisites, includes those Marines discharged at EAS while pregnant who would otherwise be eligible.
RE-1B	Recommended, eligible and requested retention, but denied retention by CMC. May only be assigned by CMC.	For corporals/sergeants with performance records released at EAS due to ECFC.
RE-1C	Recommended and eligible career Marines meeting generally acceptable standards and denied further service.	Assigned by CMC to Marines requesting retention who are eligible for retention, meet generally acceptable standards, and are denied further service by CMC.
RE-2A	Transferred to FMCR prior to reaching maximum service limitation for grade.	Recommended and eligible for reenlistment at time of transfer to FMCR.
RE-2B	Retired.	Not eligible for reenlistment. For disability or transfer to the Temporary Disability Retirement List (TDRL) assign RE-3P.
RE-2C	Transferred to FMCR at maximum service limitation for grade.	Not eligible for reenlistment at time of transfer to FMCR.
RE-3A	Failure to meet general technical score prerequisite. Assign when single disqualifying factor.	Recommended by CO upon removal of disqualifying factor. SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. CMC authority required for reenlistment.
RE-3B*	When there is a military or civil record of in-service illegal drug involvement prior to 31 Aug 92 and there is potential for further service.	SRB entry required stating reason for assignment. Individual must sign the SRB entry. CMC authority required for reenlistment.

Code	When Assigned	Remarks
RE-3C*	When directed by CMC or when not eligible and disqualifying factor is not covered by any other code.	SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. CMC authority required for reenlistment.
RE-3E*	Failure to meet education Standards. Assign when Single disqualifying factor only.	Recommended by CO upon disqualifying factor. SRB entry required stating reason for assignment. Individual Marine must sign SRB entry. CMC authority required for reenlistment.
RE-3F*	Failure to complete recruit training.	SRB entry required stating reason for assignment, to include women Marines discharged due to pregnancy prior to completing recruit training. Individual Marine must sign the SRB entry. CMC authority required for reenlistment.
RE-3H*	Hardship discharge.	Assign when discharged pursuant to MCO P1900.16, MARCORSEPMAN, Chapter 6. SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. CMC authority required for reenlistment.
RE-3N*	Pregnancy, single parenthood.	A female Marine discharged prior to EAS for pregnancy or a Marine separated while in a sole parent status. SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. CMC authority required for reenlistment.
RE-3O*	Refused to extend or reenlist to deploy or to incur obligated service for orders received.	SRB page 11 entry required stating reason for assignment. Individual Marine must sign entry and be afforded the opportunity to submit a statement. Forward signed copies of page 11 entry and statement (if any) to the CMC (MMSB). Refer to MCO 1300.8. This code may only be assigned by the CMC and is not to be assigned to First-Term Marines. Marines assigned this code are not eligible for promotion, reenlistment, commissioning or warrant officer programs, special pay, education programs, or involuntary separation pay.

<u>Code</u>	<u>When Assigned</u>	<u>Remarks</u>
RE-3P*	Failure to meet physical/medical standards (includes pseudofolliculitis and weight standards).	Marine may be recommended by CO upon removal of disqualifying factor. SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. CMC authority required for reenlistment.
RE-3S*	The Marine is approved for separation and receives the Special Separation Benefit (SSB), lump sum payment. May only be assigned by CMC.	Marine is recommended and eligible for reenlistment. Assigned when Marine meets eligibility criteria established in ALMAR announcing programs. This is a voluntary separation used to effect the military drawdown. SRB entry is required stating Marine agrees to separate between window established by ALMAR and Marine must sign a written agreement to serve in the IRR for 3 years. CMC approval required for reenlistment.
RE-3V*	The Marine is approved for voluntary separation and receives the Voluntary Separation Incentive (VSI), annuity payment..	Same criteria established for SSB program (above) except Marine must sign agreement to serve in the IRR for the duration of the VSI payment period.
RE-4*	Not recommended for reenlistment.	SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. This code may be assigned in lieu of any RE-3 code (except RE-3B and RE-3F) if the Marine's performance warrants and the reason can be documented.
RE-4B*	Assign when there is a military or civil record of in-service illegal drug involvement and there is no potential for further service.	SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry.

\* Refer to the IRAM for appropriate page 11 entry

"FOUO (Privacy sensitive when filled in)"

Appendix E

Commanding Officer's Involuntary Separation Pay Determination Checklist

1. Involuntary separation pay is provided to career Marines who have been denied further service. The purpose is to ease the transition to civilian life for Marines forced out of the career force.
2. To qualify for involuntary separation pay, Regular enlisted Marines must have completed at least six years of active duty service prior to separation. The qualifying years do not have to be continuous; however, the last phase of the qualifying term must end immediately before the separation, discharge, or release.
3. A Marine who satisfies the basic criteria and denied further service will be evaluated for the level of separation pay based on the following checklist. A Marine must satisfy all the conditions (the yes block must be checked) in order to qualify for full separation pay. If, for any reason, a "no" block is checked, the maximum entitlement a Marine may receive is half separation pay.
4. Marines reaching their EAS who are drug or alcohol abuse rehabilitation failures will receive only half separation pay.
5. A Sergeant who elects voluntary discharge under section 6412 of reference (h) (not selected for promotion to staff sergeant) shall be treated as an involuntary separation for the purpose of entitlement to separation pay.
6. When applying the below criteria, the evaluation will be based on the entire length of the present enlistment period or 5 years, whichever is greater.
7. This form is to be completed by the unit Career Planner. Verification of information will be made on page 3 of this checklist.

Specific Criteria for Determination of Separation Pay for:

RANK	NAME	L4 SSN/MOS
<b>QUALIFIED</b>		
<u>YES</u>	<u>NO</u>	
___	___	Pass the PFT/CFT. A Marine will not be considered a PFT/CFT failure if he or she has a valid medical excuse.
___	___	Meets military appearance and height/weight standards.
___	___	Does not have an incident involving confirmed use, possession, or distribution of an illegal drug.
___	___	Have no known dependency or hardship that is not <u>temporary in nature</u> and that causes the Marine to be non deployable or not available for world wide assignment at any time.
___	___	Have no known convictions by civil authorities (foreign or domestic), or action taken which is tantamount to a finding of guilty of an offense for which the maximum penalty under the UCMJ is confinement for six months or more and/or a fine of \$500 or more.

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RANK	NAME	L4 SSN/MOS
___	___	Have no more than 2 NJPs.
___	___	Have no courts-martial convictions.
___	___	Performance record during the current enlistment must demonstrate high standards of leadership, professional competence, and personal behavior required to maintain the prestige and quality standards of the Marine Corps. A Marine must satisfy all of the following criteria in order to be considered for full separation pay. Use the following criteria to determine/judge whether a Marine's record is satisfactory:  -Does not have Fitness Reports which contain marks/comments indicating a trend of substandard performance.  -Does not have series of page 11's indicating a trend of substandard performance.  -Does not have incident(s) which reflects discredit on the Marine Corps.  -Has not been placed on a formal weight control program more than 2 times.  -Has not failed the PFT/CFT more than twice without valid Medical excuse during the entire enlistment period.  -Has no more than 2 separate incidents of financial irresponsibility.  -Does not have any incident of personal irresponsibility to include abuse of family members.  -Does not have more than one incident of irresponsible alcohol abuse.  -Marine requests discharge as an only surviving child.

8. NO ENTITLEMENT TO SEPARATION PAY

a. Marines separation is a voluntary action and he/she has not applied for and been denied further service. A Marine who elects to go on terminal leave is considered voluntary separation and will not rate a separation pay determination.

b. Marine is a conscientious objector. To be classified as a conscientious objector, the Marine must voluntarily request such action. To accept conscientious objector status, the Marine must be willing to accept that he or she will not be allowed to reenlist. As such, we do not consider a subsequent denial of reenlistment an involuntary separation and therefore there is no entitlement to separation pay.

c. Marine refuses orders, i.e., refuses to extend/reenlist to satisfy obligated service requirements for PCSO/UDP.

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E-2

Enclosure (1)

08 SEP 2010

"FOUO (Privacy sensitive when filled in)"

RANK	NAME	L4 SSN/MOS
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d. Marine refuses to incur obligated service to carry out assigned tour of duty; actions do not warrant consideration for reenlistment; and therefore, denial of a request for additional service is not considered an involuntary separation. Marines who have a draw case code of RE-30 fall into this category.

e. Marine is separated for misconduct or for other punitive reasons established in reference (h) or the characterization of service of Other Than Honorable (OTH) or more adverse.

f. Marine was not on active duty on or after 30 September 1990 in compliance with chapter 58, title 10, United States Code.

g. Marine(s) who submit a letter to a selection board requesting not to be selected may adversely affect entitlement to separation pay.

Career Planner's Printed Name	Rank
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Career Planner's Signature	Date
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Marine's Printed Name	Rank
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Marine's Signature	Date
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Commanding Officer's Printed Name	Rank
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Commanding Officer's Signature	Date
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## Appendix F

Target Enlisted Career Progression Pattern

Years of Service	Event	Time in Grade
.5	Automatic time in service (TIS) promotion to Private First Class	6 months
1.2	Automatic TIS promotion to Lance Corporal	8 months
2.75	Competitive MOS promotion to Corporal	8 months
3.5 - 4.5	Competitive First-Term reenlistment	
4.5	Competitive MOS promotion to Sergeant	12 months
8.0	Service limitation for Corporals	
8.0 - 9.0	Career reenlistment	
8.5	Competitive MOS promotion to Staff Sergeant	27 months
13.0	Competitive MOS promotion to Gunnery Sergeant	3 years
12.5 - 13.0	Career reenlistment	
13.0	Service limitation for Sergeants	
17.5	Competitive MOS promotion to Master Sergeant/First Sergeant	4 years
20.0 or EAS if over 20	Service limitation for Staff Sergeants	
	Service limitation for Gunnery Sergeants twice passed for promotion to Master Sergeant	
22.0	Competitive MOS promotion to Master Gunnery Sergeant/Sergeant Major	3 years
	Service limitation for Gunnery Sergeants	
27.0	Service limitation for Master Sergeants/First Sergeants	
20.0 - 30.0	Elective transfer to Fleet Marine Force Reserve (FMCR)/Retirement	
30.0	Service limitation for Master Gunnery Sergeant/Sergeant Major	